

Fire Risk Assessment

7-12

**Park Court,
Rowley village
Rowley Regis,
B65 9ER.**



Date Completed: 08/01/2026

Review Period: 3 years.

Officer: C. Hudson Fire Risk Assessor

Checked by: A. Froggatt Building Safety Manager

Current Risk Rating = Tolerable

Subsequent reviews

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

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	

Section

0

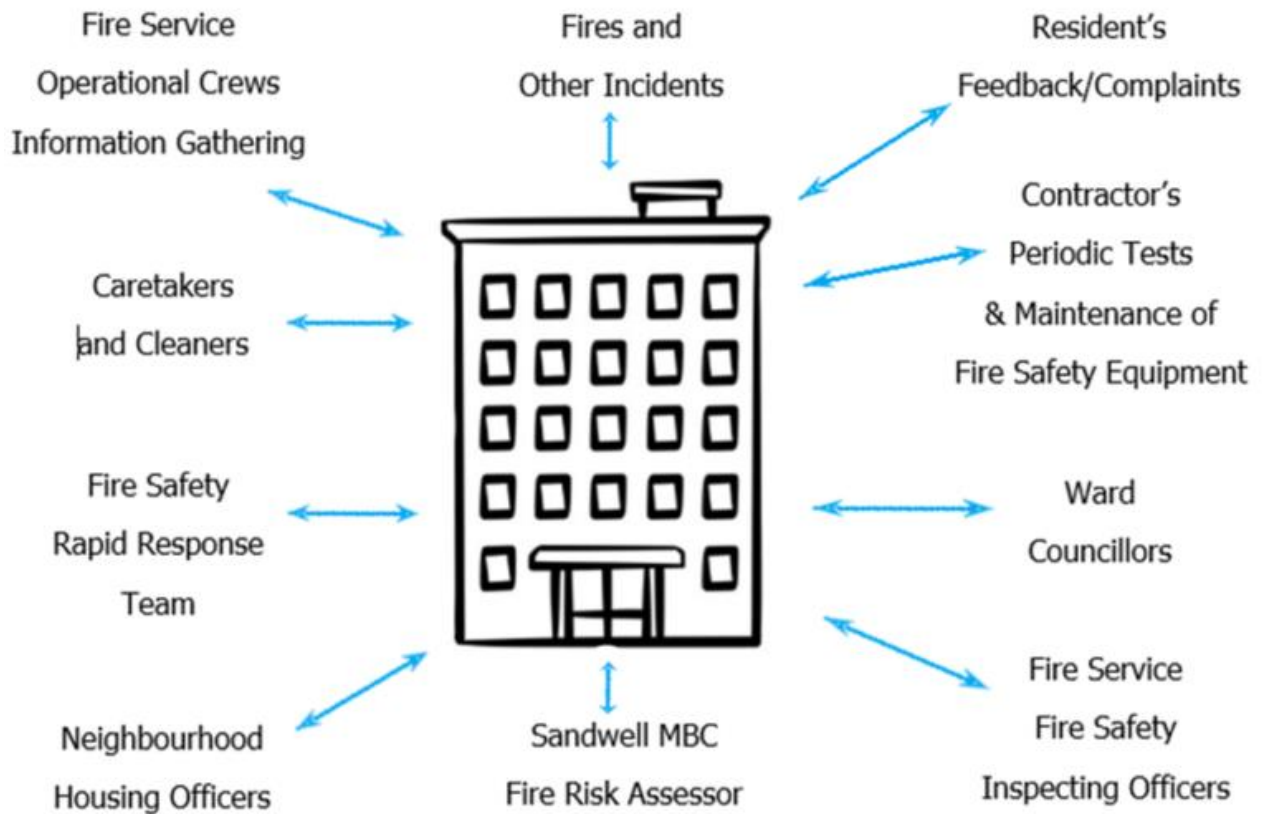
Introduction

The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order”*.

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

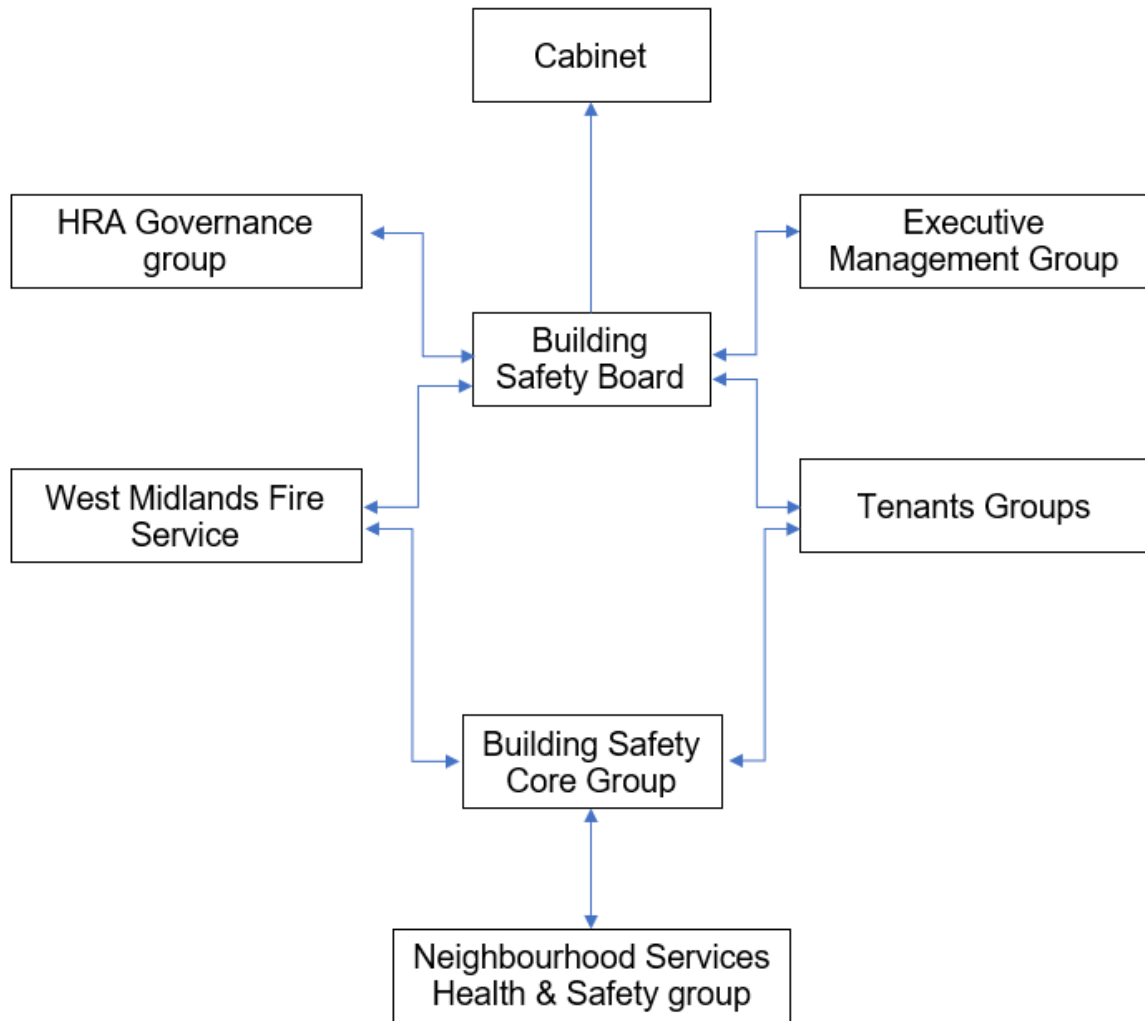
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and become the current fire risk assessment. The previous fire risk assessment will be retained in the building safety case for that building.

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



The above processes and procedures are overseen by the Fire Safety, Facilities and Premises Manager who reports to the Business Manager - Surveying and Fire Safety.

These managers attend the Fire Safety Core Group for scrutiny which is part of the governance structure below.



To summarise the fire risk assessment, in this scenario the RR(FS)O requires the prescribed information to be recorded. The prescribed information is the significant findings of the fire risk assessment and those groups or persons especially at risk from fire.

This is recorded here in [section 1](#). Also required to be recorded under article 11, are the fire safety arrangements for the planning, organisation, control, monitoring and review of the preventative and protective measures. The information shown above is part of this requirement.

Section

1

Significant findings

The significant findings (executive summary) of this type 1 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 summary of protective and preventative measures where relevant along with any issues found.

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

Section number	Section Area	Individual Risk Level
Section 6	<p>External Envelope</p> <p>The building is of traditional brick construction & uPVC shiplap with a pitched, tiled roof.</p> <p>Large hole in soffit board on front of building.</p> <p>UPVC double glazed units are fitted to individual flats and communal windows.</p> <p>The two Final exit doors are of timber construction with glass viewing panels.</p>	Tolerable
Section 7	<p>Means of Escape from Fire</p> <p>The premise has a single staircase and two final exit door that provide a sufficient means of escape.</p> <p>All Flat entrance doors are FD30s composite doors.</p> <p>Some flats have door mats the fire rating is unknown.</p> <p>Understairs cupboard not accessed access required</p>	Trivial
Section 8	<p>Fire Detection and Alarm Systems</p> <p>Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats.</p> <p>The flats checked were to an LD2 standard.</p>	Trivial
Section 9	<p>Emergency Lighting</p> <p>The block doesn't have an emergency lighting system. Upgrade communal lighting in accordance with BS 5266</p> <p>Conventional lighting is in place to the communal parts.</p>	Trivial

Section 10	<p>Compartmentation</p> <p>The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire between dwellings and support the stay put unless policy.</p> <p>The electrical cupboard on the ground floor is of timber construction and recommend the doors and cupboard are upgraded to provide better fire resistance.</p> <p>Roof void is accessible from third floor communal landing.</p> <p>Stored items in loft space these require removing.</p>	Tolerable
Section 11	<p>Fire Fighting Equipment</p> <p>The premises have no provision for firefighting equipment</p>	Trivial
Section 12	<p>Fire Signage</p> <p>Appropriate signage is in place, but some require replacing.</p>	Tolerable
Section 13	<p>Employee Training</p> <p>All staff receive basic fire safety awareness training.</p>	Trivial
Section 14	<p>Sources of Ignition</p> <p>The fixed electrical installation was last tested on 23/06/23 and was satisfactory, this should be tested every five years.</p>	Trivial
Section 15	<p>Waste Control</p> <p>Regular cleaning services take place at the block.</p> <p>Refuse containers are stored at the front of block 1-6 in front of the garages.</p>	Trivial
Section 16	<p>Control and Supervision of Contractors and Visitors</p>	Trivial

	Contractors are controlled centrally, and hot works permits are required where necessary	
Section 17	Arson Prevention The final exit door has door entry system installed. There is no evidence of any arson since the last risk assessment was carried out.	Trivial
Section 18	Storage Arrangements Residents each have access to secure storage cupboards within the communal landings and rear yard. Residents should not store fuel or LPG Cylinders in their home or storage facilities. This documented in the tenancy agreement.	Trivial

Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

- Low** Unusually low likelihood of fire because of negligible potential sources of ignition.
- Medium** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
- High** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

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

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

After conducting a Type 1 fire risk assessment at Park Court 7-12, I conclude, 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.

Considering the use of the premises and the occupants within the block, the potential consequences for life safety in the event of a fire would be slight harm. This is because all flats are fitted with composite FD30S entrance doors, smoke detection systems installed to a minimum of LD3 in all flats, the final exit door has a thumb turn lock, and a stay-put strategy unless a fire strategy is in place.

Once the recommended actions have been completed, the overall risk rating for the building will be reduced to trivial, subject to the implementation of the suggested measures outlined in this fire risk assessment.

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

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

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

(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.)

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 period. 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.

Section 2

People at Significant Risk of Fire

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

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

Sandwell Council has a policy and procedure in place for Personal Emergency Evacuation Plans (PEEPs). This is based on tenants identifying themselves as requiring a PEEP. This will be reliant on the outcomes of the government consultation which is yet to be published.

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 Manager & Improvement Sarah Agar		
Fire Safety Manager Tony Thompson		
Team Lead Fire Safety Jason Blewitt		
Team Lead Building Safety Anthony Smith		
Housing Office Manager Prabha Patel		
Building Safety Managers Adrian Jones Andrew Froggatt Carl Hill Louis Conway	Fire Risk Assessors Craig Hudson Mohammed Zafeer Stuart Henley	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

This type 1 fire risk assessment covers

Park Court 7-12,
Rowley Village,
Rowley Regis,
B65 9ER

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.

Description of the Property:

The Low-rise block was constructed in 1965 of traditional brick cavity and concrete construction with brick walls concrete floors and stairs. The block has double glazed UPVC window frames with a pitched, tiled roof.

The block consists of 3 stories inclusive of ground.



Each of the floors contains 2 number dwellings, total of 6 flats.

Flats 7 and 8 are on the ground floor

Flats 9 and 10 are on the 1st floor

Flats 11 and 12 are on the 2nd floor

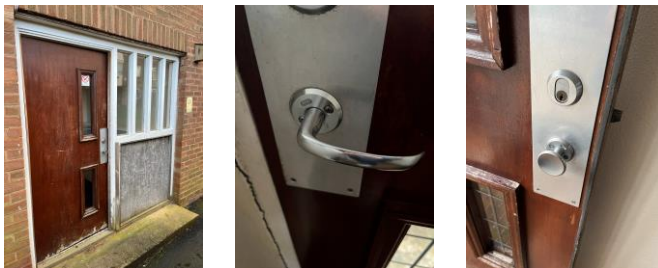
The building has a pitched roof, with concrete tiles and two brick-built chimneys.

It was not clarified whilst carrying out this Type 1 FRA if the chimneys are still in use.

The front entrance has a door entry system with a fob reader installed and firefighter door control switch. There is a push button to exit facility. The escape route leads to an ultimate place of safety.



The rear exit has a timber self-closing door fitted with a cylinder lock operated internally with a levered handle.



The block has a single concrete staircase as the sole means of escape (above ground floor).



There is an access hatch to the common roof space on the 2nd floor landing. Residents' flats do not have access to the roof space.



The service cupboard housing electrical intakes is situated on the ground floor in a Timber cupboard with a budget key lock.



These blocks bins are located at the front of the garages of block 1-6 away from the main building.



The building has been designed and constructed to provide reasonable facilities to assist fire fighters in the protection of life. Reasonable provisions have been made to enable fire appliances to gain access to the building.

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	2
Date of Construction	1968
Construction Type	Traditional Brick Cavity / Concrete
Last Refurbished	Unknown
External Cladding	None
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	No Access from communal area
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 6 flats in total,
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

Plan to show the general location/orientation of the building.

Park Court 7-12.



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.

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

- 1) The front elevation is finished with a decorative brick (split stone) and partial uPVC shiplap cladding above the front entrance. See observations.



- 2) The side and rear elevations are tradition brick masonry.



- 3) Front and rear entrance doors to the property are both constructed from timber with glass viewing panels.



- 4) The roof is clad with concrete interlocking tiles with
- 5) The building has Crocidolite cement board soffits and UPVC guttering just below the roof line.
- 6) **Large hole in the soffit on the front of the building this requires repairing to cover the hole. See Action 6/6.**



- 7) UPVC double glazed units have been installed to each flat.



- 8) In the communal areas UPVC double glazed windows are fitted, these windows can be opened without the use of a key, these also allow sufficient ventilation of the communal area. There is no automatic smoke ventilation system installed in this premises.



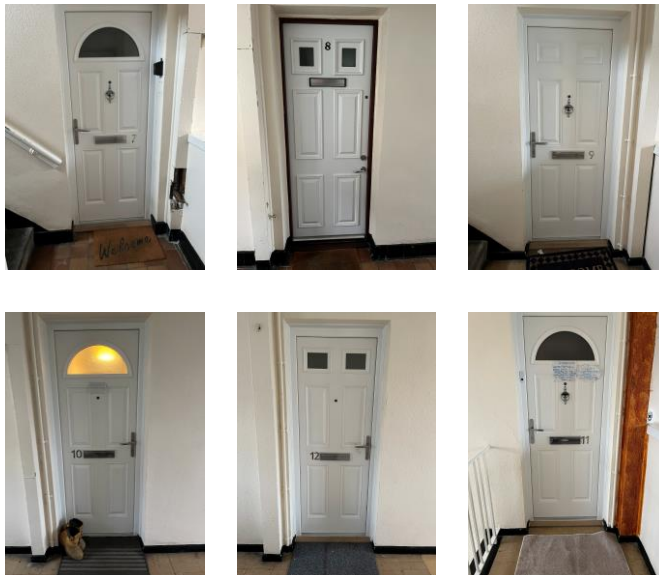
- 9) Gas risers are on external elevations.



Section 7

Means of Escape from Fire

- 1) All Individual flat doors are FD30s rated composite fire doors.



Park Court 7-12 (O&E)	BL41960PA05	7 Park Court;Rowley Village;Rowley Regis;West Midlands;	Glazed
Park Court 7-12 (O&E)	BL41960PA05	8 Park Court;Rowley Village;Rowley Regis;West Midlands;	Glazed
Park Court 7-12 (O&E)	BL41960PA05	9 Park Court;Rowley Village;Rowley Regis;West Midlands;	Glazed
Park Court 7-12 (O&E)	BL41960PA05	10 Park Court;Rowley Village;Rowley Regis;West Midlands;	Glazed
Park Court 7-12 (O&E)	BL41960PA05	11 Park Court;Rowley Village;Rowley Regis;West Midlands;	Glazed
Park Court 7-12 (O&E)	BL41960PA05	12 Park Court;Rowley Village;Rowley Regis;West Midlands;	Glazed

- 2) Access was attempted to a sample some of the properties as part of the risk assessment. This was to ensure the doors have not been tampered with by residents. Only Flat 9 was accessed.

- 3) Flat 9 door reliably self closes on the latch.



- 4) Flat 7, 8, 10,11 and 12 Door was not inspected at the time of the FRA as access could not be gained.

- 5) Some of the flats at their entrances have door mats, the fire rating is not known but deemed to be low risk.



- 6) The cupboard housing the electrical installation is made of timber

- 7) Recommend upgrading electrical cupboard and doors to fire rated doors and surround with smoke seals and intumescent strips. See observations.



- 8) The means of escape is a stairs case of concrete construction.
- 9) The only communal doors within the block are the final exit doors. The main front door is fitted with an automatic closing device that is checked on a regular basis by Caretaking Teams as part of their daily checks. Defective closing devices are reported to an external contractor.
- 10) The front 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.



11)The rear final exit door has a handle operation internally to exit.



12)All corridors are of adequate width (at least 1050mm) and are kept clear to promote maintain safe exit in an event of fire.



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



14)The means of escape is an open plan landing and stairs construction over three floors.

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

- 16) The communal area is 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.



- 17) Ventilation of the common area is facilitated by openable windows on the landing area. There is no automatic smoke ventilation system installed in this premises.



- 18) The premise doesn't have an emergency / escape lighting system. Although this premise is low risk, installation of an emergency / escape lighting system to the common escape routes should be considered as part of a future improvement plan to the block. Any new system should be in accordance with BS 5266.

- 19) There is a cupboard under the stairs in the entrance lobby. Access was not possible during this FRA because the door was locked shut. Access is required to the compartment to check fire stopping and storage. See action 7/19



- 20) There are two former coal bunkers on each floor. The bunkers are on the communal lobbies and are now utilised by residents as storage. Each bunker is accessed via a timber hatch/door and is secured by residents own padlock.



Section 8

Fire Detection and Alarm Systems

- 1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats the equipment is subjected to a cyclical test.
- 2) Based on samples taken, the previous fire risk assessment and information kept on file (JM) the smoke alarms within resident's flats are installed to a minimum of an LD3 Standard.

Flat 9 was accessed and was seen to be LD3 standard.



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 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 premise doesn't have an emergency / escape lighting system. Although this premise is low risk, installation of an emergency / escape lighting system to the common escape routes should be considered as part of a future improvement plan to the block. Any new system should be in accordance with BS 5266.



Section 10

Compartmentation

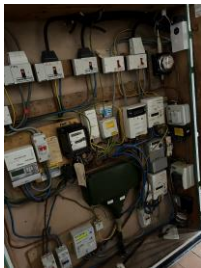
- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. All flat entrance doors are 30-minute fire doors, including those in 1-hour rated walls.
- 2) The building has sufficient passive controls that provide effective compartmentation 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.
- 3) 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.
- 4) A variety of methods / materials have been used to achieve fire-stopping.
- 5) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.
- 6) Stop taps to flats are located on each landing. Pipework is enclosed behind ply boarding. This was reported in the previous Fire Risk Assessment and confirmed Sampling didn't reveal any requirement for additional firestopping.



- 7) Electrical service cupboard on the ground floor contains the electrical intake.



- 8) The electrical service cupboard on the ground floor is of timber construction and is not fire rated. The doors look to be original doors from the time of construction which are not fire rated, as this is on the exit route I would recommend either all electrical meters and ancillary equipment is moved to individual flats where possible or a new fire rated cupboard is constructed around the existing installation when any refurbishment or a rewire takes place. See Observations.



- 9) All flat front doors appear to be FD30s door sets.
- 10) The block has a pitched roof with loft access panel on the second-floor landing area. There are no access hatches from within resident's flats.



- 11) Stored items in loft space these require removing. See Action 10/11.**



- 12) The common roof space is accessed via a hatch to the 2nd floor landing. There are no access hatches from within resident's flats. Compartmentation walls/curtain comprising of rockwool (A1 rated) with access doors have been installed to prevent fire spread through the roof void.**



Section
11

Fire Fighting Equipment

- 1) There is no firefighting equipment on this premises.

Section 12

Fire Signage

- 1) Appropriate signage is displayed throughout the building.
- 2) Directional fire signage is not displayed throughout the building. This is due to the simple layout of the building, and this type of signage is not required.
- 3) Yellow LPG warning signs are not displayed within the block.
[refer to section 18.](#)
- 4) No smoking (Smoke Free England) signage is displayed at the front and rear entrance to the premises.
- 5) **No smoking England sign by rear final exit are worn and need replacement. See Action 12/4**



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.
- 4) Fire safety information has been provided as part of tenancy pack. Information regarding the Stay Put Unless fire evacuation strategy is provided to tenants.
- 5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.

Section 14

Sources of Ignition

- 1) Smoking is prohibited on entrance and within any communal parts of the building in line with Smoke Free England legislation.
- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager.
- 4) The fixed electrical installation EICR inspection was last carried out 23/06/23 and is carried out every 5 years. This inspection was satisfactory.

		This report is not valid if the serial number has been defaced or altered 336821 EICR18.2C	
ELECTRICAL INSTALLATION CONDITION REPORT <small>Issued in accordance with BS 7671:2018+A2:2022 - Requirements for Electrical Installations</small>			
PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION			
DETAILS OF THE CONTRACTOR Registration No: 041075 Branch No: 000 Trading Title: C.K.C Electrical Installations Ltd. Address: Unit 2, Bridge Street, Wednesbury Postcode: WU20DAW Tel No: 0121 562 2107		DETAILS OF THE CLIENT Contractor Reference Number (CRN): N/A Name: Salswell Mkt. Address: Direct 2 Industrial Park, Roway Lane, Oldbury Postcode: B66 3ER Tel No: N/A	
DETAILS OF THE INSTALLATION Occupier: Communal Space UPIN: N/A Address: 7-12 Park Court, Rowley Regis, West Midlands Postcode: B65 3ER Tel No: Unknown			
PART 2 : PURPOSE OF THE REPORT Purpose for which this report is required: Requested by the housing association to verify the standard of the electrical installation and to safe for continued use			
Details when inspection and testing was carried out: 23/06/2023 Records available (BS11): (No) Previous inspection report available (BS11): (No) Previous report date: 04/02/2020			
PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION General condition of the installation (in terms of electrical safety): This installation is safe for continued use noting observations in part 5.			
Description of premises: Dwelling: <input type="checkbox"/> Commercial: <input checked="" type="checkbox"/> Industrial: <input type="checkbox"/> Other (include brief description): N/A Estimated age of electrical installation: 20+ years Evidence of additions or alterations: (No) If yes, estimated age: N/A years Overall assessment of the installation is: Satisfactory <small>*An unsatisfactory assessment indicates that dangerous (Cable C1) and/or potentially dangerous (Cable C2) conditions have been identified (listed in PART 5 of this report) and it is recommended that these are acted upon as a matter of urgency.</small>			
PART 4 : DECLARATION			
INSPECTION AND TESTING I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), particulars of which are described in PART 6, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (PART 5) and the attached Schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 6 of this report.			
Name (capital) on behalf of the contractor identified in PART 1: MR CONNER BOLLAND Signature: C. Bolland Date: 26/06/2023 I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 26/06/2028 (date) Give reason for recommendation: AS PER GUIDANCE NOTE 3, TABLE 3.2 OR CHANGE OF OCCUPANCY <small>The person(s) for the next inspection should take into consideration any legislative or changing requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.</small>			
REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR Name (capital) on behalf of the contractor identified in PART 1: MR CRAIG JACKSON Signature: E. Jackson Date: 10/07/2023			
<small>This report is based on the model form shown in Appendix 6 of BS 7671:2018+A2:2022 © Copyright Centura LLP (May 2023)</small>		Enter a (✓) or value in the respective fields, as appropriate. Where an item is not applicable insert N/A	
		Please see the 'Notes for Recipient' Page 1 of 13	

- 5) The electrical installation is contained within the service cupboard on the ground floor lobby see section 7/8.
- 6) Portable heaters are not allowed in any common parts of the premises.

- 7) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas meters and pipework to flats is externally mounted to the rear of the building.



Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises
- 2) Regular checks by Caretakers minimise risk of waste accumulation.



- 3) Refuse containers are located away from the block at the front of the garages of block 1-6 and are emptied regularly.



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

Section 16

Control and Supervision of Contractors and Visitors

1. Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
 2. Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
 3. Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the local housing office. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.
 4. Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -
 - a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
 - Health and Safety.
 - Site Security.
 - Safety of working and impact on children/school business.
 - Fire risk, if any.
 - Site Emergency Plan.
 - b) Monthly Site Meetings – to monitor, review and share any new information including any new risks.
 - c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.
 - d) Final Contractor review on completion of works undertaken.
-

Section 17

Arson Prevention

- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
- 2) Restricted access to the premises by means of a door entry system to the front and the rear.



- 5) There is no current evidence of arson.
- 6) There have been no reported fire incidents since the last FRA.
- 7) The perimeter of the premises is well illuminated.



Section 18

Storage Arrangements

1. Residents instructed not to bring L.P.G cylinders into block.
2. The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
3. No Flammable liquids stored on site by Caretakers / cleaners.
4. There are no flammable liquids or gas cylinders stored on site.
5. Residents have access to individual store cupboards that were former coal bunkers on each landing these are secured with a padlock the tenant has the key to; further storage is located externally to the rear enclosed yard these are kept locked.



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:


Park Court 1-6

Date of Action Plan:




28/01/2026

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
6/6	Large hole in the soffit on the front of the building this requires repairing to cover the hole.		P3	3-6 Months Responsive repairs	

Fire Risk Assessment

7/19	There is a cupboard under the stairs in the entrance lobby. Access was not possible during this FRA because the door was locked shut. Access is required to the compartment to check fire stopping and storage.		P3	3-6 Months Fire Rapid Response	
10/11	Stored items in loft space these require removing.		P3	3-6 Months Fire Rapid Response	
12/4	No smoking England sign by rear final exit are worn and need replacement.		P2	1-3 Months Fire Rapid Response	

Fire Risk Assessment

Observations



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).

Recommend upgrading electrical cupboard and doors to fire rated doors and surround with smoke seals and intumescent strips, when the next refurbishment takes place on this block.

Upgrade conventional communal lighting to emergency lighting system in accordance with BS 5266 when next refurbishment is carried out.

uPVC shiplap cladding above the front entrance. The cladding should be considered for replacement for a non-combustible material as part of the next refurbishment of the building.

Signed

	Fire Risk Assessor	Date: 28 th January 2026
	Building Safety Manager	Date: 28 th January 2026

Appendix 1

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

Name of property: Park Court 7-12

Updated: 12/02/2025

Premise Manager: Prabha Patel

Tel. No.: 0121 569 2975

Hazard	Location	Information/Comments
An asbestos survey has been undertaken and is held by S.M.B.C. Investment Division (Tel:- 0121 569 5077).		

**CERTIFICATE OF ANALYSIS****Asbestos Fibre Identification in Bulk Sample**

Client: Sanderfoot MBC (formerly Homes)
Address: Building Services
Direct 2 Trading Estate
Rowley Lane
Osbury
Wolverhampton
B69 3ES

Site Address: 7-12 Park Court
Rowley Regis
B66 9ET

Samples Received: 22/02/2025

Issue Date: 27/02/2025

Order Placed By: Dean Harding

Sampled By: Jack France

Analysed on: 27/02/2025

Authorised Signatory:

Job Title: Laboratory Analyst

Options and interpretations including the sample reference are outside the scope of UKAS accreditation						
Report No.: J410671						
Date Analysed:	Lab Ref.:	Site Ref.:	Room:	Sample Reference:	Analysis Result:	Analyst:
27/02/2025	OK004737	-	02 Landing	Textured coating to plaster to plasterboard ceiling	No Asbestos Detected	Amelia Brown
27/02/2025	OK004738	-	02 Landing	Textured coating to plaster to brickwork walls	No Asbestos Detected	Amelia Brown
27/02/2025	OK004739	-	02 Landing	Asbestos Thermoplastic tiles to bitumen adhesive to concrete floor	Chrysotile in tile and adhesive	Amelia Brown
27/02/2025	OK004740	-	03 Landing	Textured coating to plaster to brickwork walls	No Asbestos Detected	Amelia Brown

TEST NOTES: The test method is as described in the in-house method (Appendix 1, Quality Manual), based on BS6841:2002. "Chrysotile", "Amosite" and "Crocidolite" are more commonly known as "blue", "brown" and "white" asbestos respectively. "Actinolite", "Tremolite" and "Anthophyllite" are other rare forms of asbestos. Bradley Environmental Consultants Limited is not responsible for sampling errors where the sample is provided by the client. Materials that have been identified as asbestos including Bulk or Asbestos Cement are based on their asbestos content and visual appearance alone (these options are not covered by our UKAS accreditation), unless otherwise stated. Results have not been carried out unless otherwise stated. Reported results made only to the terms stated. Samples are retained for a minimum of six months. The report should not be reproduced except in full, without written approval of the laboratory.

Analysed at:
Head Office:
20 Shourbridge Road,
Halesowen, West Midlands
B63 3US
Tel: 0121 550 0224
Email: sales@bradley-enviro.co.uk



Registered Office: Bradley Environmental Consultants Limited, 20 Shourbridge Road, Halesowen, West Midlands, B63 3US. Registered in England No. 05572157
Management Survey (with MA - LOQ) Template Version 56

Page 36 of 43



Options and interpretations including the sample reference are outside the scope of UKAS accreditation						
Report No.: J410671						
Date Analysed:	Lab Ref.:	Site Ref.:	Room:	Sample Reference:	Analysis Result:	Analyst:
27/02/2025	OK004741	-	03 Landing	Asbestos Thermoplastic tiles to bitumen adhesive to concrete floor	Chrysotile in tile and adhesive	Amelia Brown
27/02/2025	OK004742	-	04 Communal Area	Textured coating to plaster to brickwork walls	No Asbestos Detected	Amelia Brown
27/02/2025	OK004743	-	06 External	Asbestos Corrugated cement roof sheets	Chrysotile	Amelia Brown
27/02/2025	OK004744	-	06 External	Bitumen damp proof course	No Asbestos Detected	Amelia Brown

TEST NOTES: The test method is as described in the in-house method (Appendix 1, Quality Manual), based on BS6841:2002. "Chrysotile", "Amosite" and "Crocidolite" are more commonly known as "blue", "brown" and "white" asbestos respectively. "Actinolite", "Tremolite" and "Anthophyllite" are other rare forms of asbestos. Bradley Environmental Consultants Limited is not responsible for sampling errors where the sample is provided by the client. Materials that have been identified as asbestos including Bulk or Asbestos Cement are based on their asbestos content and visual appearance alone (these options are not covered by our UKAS accreditation), unless otherwise stated. Results have not been carried out unless otherwise stated. Reported results made only to the terms stated. Samples are retained for a minimum of six months. The report should not be reproduced except in full, without written approval of the laboratory.

Analysed at:
Head Office:
20 Shourbridge Road,
Halesowen, West Midlands
B63 3US
Tel: 0121 550 0224
Email: sales@bradley-enviro.co.uk



Registered Office: Bradley Environmental Consultants Limited, 20 Shourbridge Road, Halesowen, West Midlands, B63 3US. Registered in England No. 05572157
Management Survey (with MA - LOQ) Template Version 56

Page 37 of 43

Fire Risk Assessment

ABOUT THE REPORT – PLEASE READ

All Survey Methodology is based upon HSE document HSG 254 - 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 254 – 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 ACM's 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.