Fire Risk Assessment

1-11 Shelsley Avenue

Shelsley Avenue, Oldbury,
B69 1BP

Date Completed: 12.06.25.

Review Period: 3 years.

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

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

Current Risk Rating = Tolerable

Sandwell
Metropolitan Borough Council

Subsequent reviews.

Review date	Officer	Comments

Contents

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".

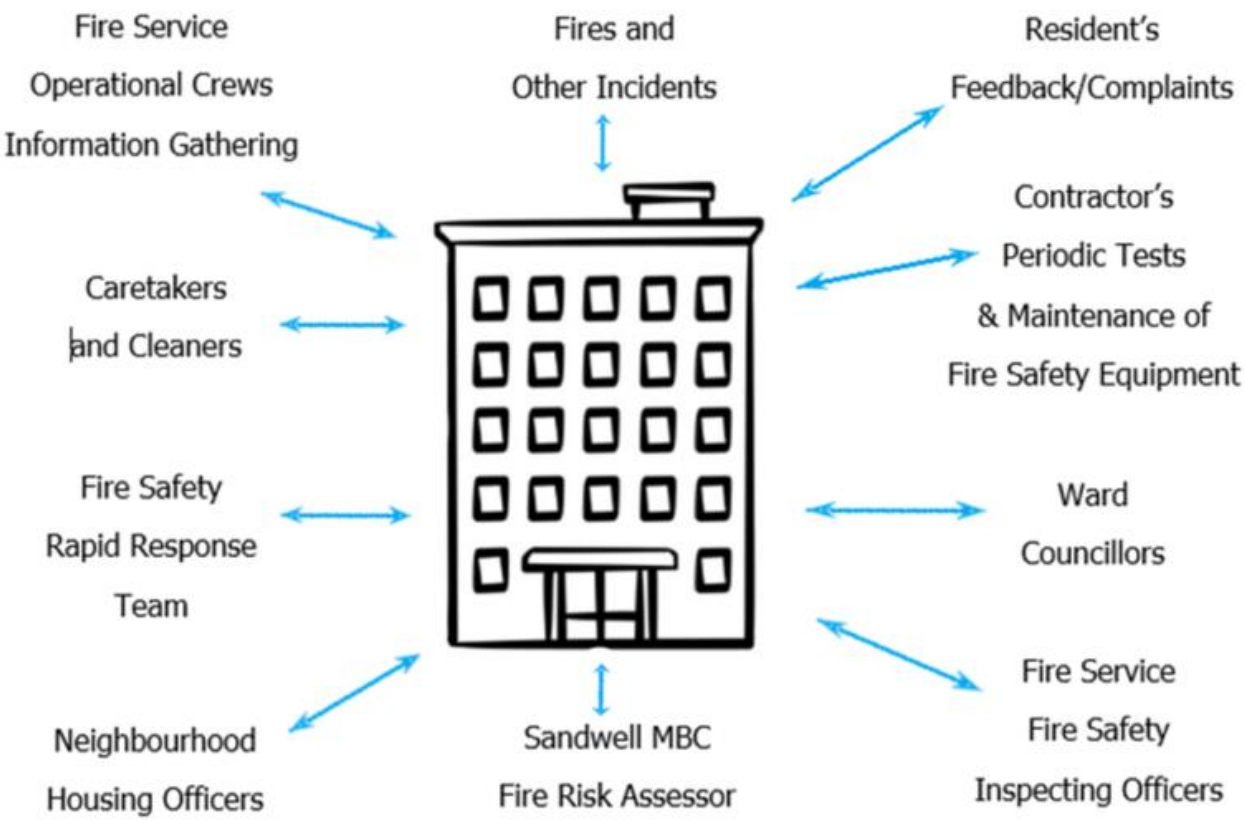
This type 1 fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on https://www.wmfs.net/our-services/fire-safety/#reportfiresafety.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

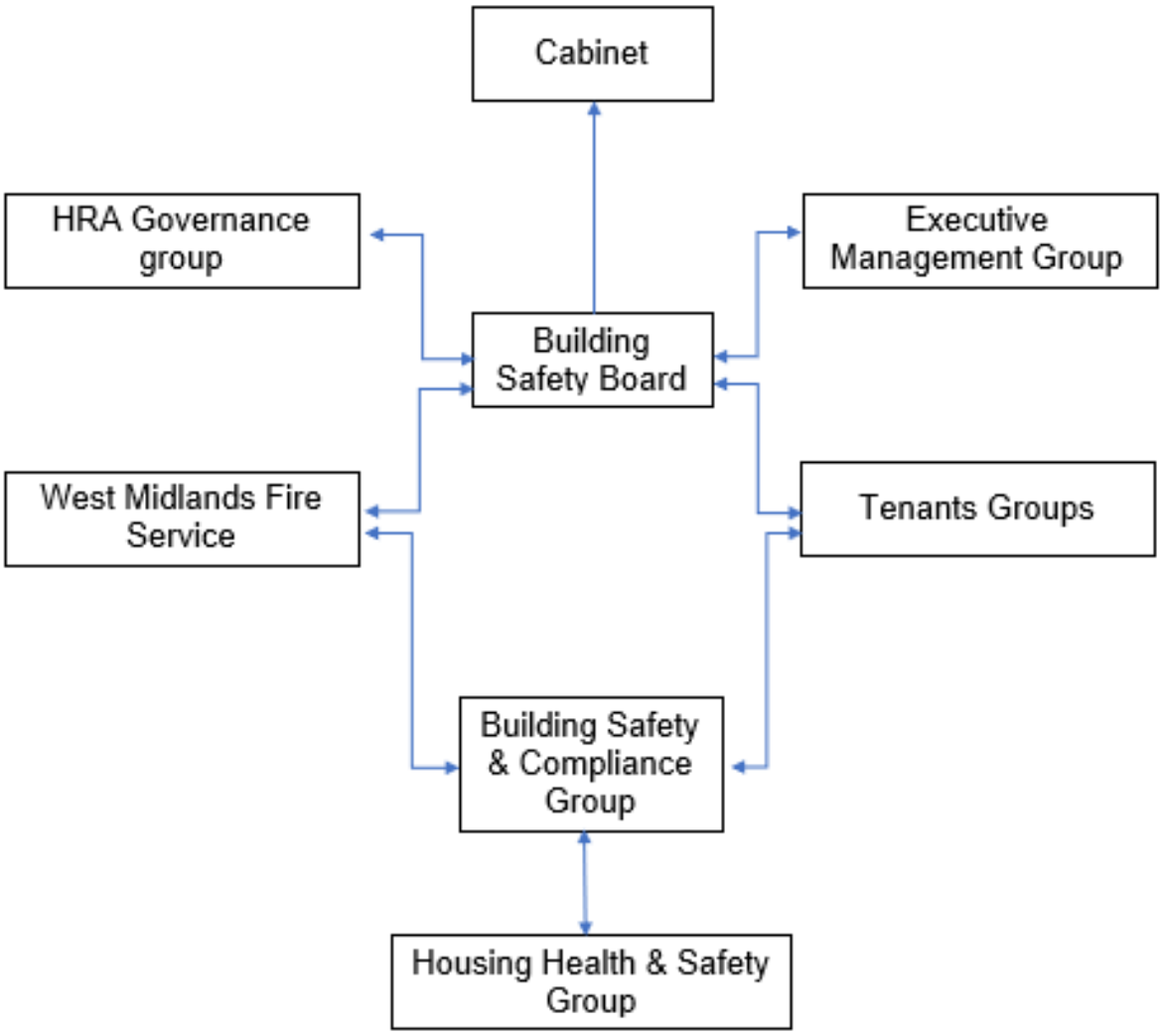
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring, and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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 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 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 a rendered finish to a percentage of the gable end. There is a concrete tiled pitched roof. There is a small amount of spandrel panels under windows.	Trivial

Section 7	**Means of Escape from Fire** The block has a single staircase and two final exits that provide a sufficient means of escape. Flat 9 front door requires replacement.	Tolerable
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** The block has emergency lighting to communal landings & stairs.	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. Residents' doors appear to be nominal FD30s doors. There are air bricks in the compartment walls separating the flats from the common area. Intumescent grills are required to be fitted.	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 installation was last inspected 04/03/2021.	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.	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 a door entry system 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 is 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:

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 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 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

1 – 11
Shelsley Avenue
Oldbury
B69 1BP

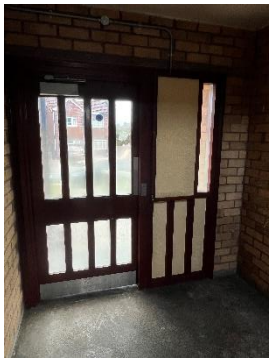
Description of the Property:

This type 1 fire risk assessment covers Flats 1-11 Shelsley Avenue. Consisting of a 2-storey detached building, with six flats, three per floor, the building is of traditional construction, circa 1963, with brick walls concrete floors and stairs. The block has double glazed UPVC window frames with a small amount of spandrel panels. The block is surmounted with a pitched roof, inaccessible from the common area at the time of the assessment due to no keys available, and therefore not included in this FRA, see observations.

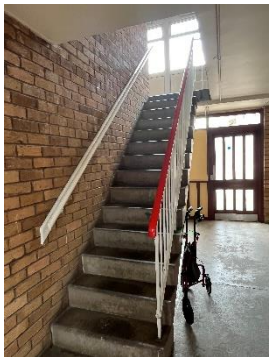


The block has a front entrance, which has a door entry system, with a fob reader installed, and a further exit located on the rear elevation, fitted with electronic fob access. Local authority employees and the fire & rescue service can use a drop latch key to gain access.





The common area includes the internal concrete staircase enclosure and electrical service cupboards on both floors. There are residents' storage cupboards on both floors. There is a cabinet for door entry equipment at high level on the first floor.




There is a dedicated external bin storage area and ancillary storage is provided in a remote, brick-built, row of storage sheds.
Gas is supplied externally.



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	circa 1963
Construction Type	Solid Brick Construction
Last Refurbished	Unknown
External Cladding	Small amount of spandrel panels.
Number of Lifts	None
Number of Staircases	1.
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None in common area
Refuse Chute	None
Access to Roof	Via loft hatch from common area, inaccessible at the time of the FRA.
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 6 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

A general plan showing 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.

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 surface of the building is traditional brick construction with a small amount of spandrel panels below the first-floor common area windows.

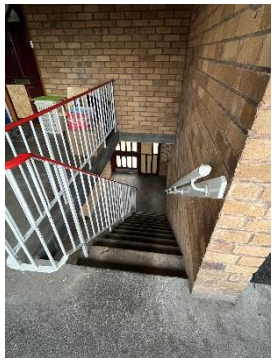
2) Individual flat windows are UPVC double glazed window frames. The windows in the communal staircases are UPVC window frames with openable vents. The communal staircase window frames are fitted with spandrel panels.

3) Access is gained to all flats from the ground floor using the main access door leading to the staircase area, further egress is available via the rear access door. Both access doors are solid timber.

4) Gas risers are on external elevations.

Section 7 Means of Escape from Fire

1) The block has a single staircase that provides a means of escape and is 880mm 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 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.

5) 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.

6) The communal area on the first floor has many residents' items present. These items should be removed. An email was sent to the Housing Officer. The communal areas should be checked on a regular basis by Caretaking / Cleaning teams and all items of rubbish removed.

7) Ventilation of the common area is facilitated by openable windows in the stairwell.

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

9) 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.

10) Most flat entrance doors appear to be nominal FD30s timber doors.

11) Accessed Flat 9 front door has a damaged door leaf. This door has no self-closing device and no combined intumescent and cold smoke strips. The glazing cannot be confirmed as being fire resistant. A replacement FD30s door set is required to be fitted. See action 7/11.



12) The premises has emergency lighting installed.

13) There is no chute room or dry riser.

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) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD2 Standard. Flat 9 was accessed and has detection in the hallway and kitchen.

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

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

Section 9

Emergency Lighting

1) 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 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 emergency lighting was subject to an in-house test on 02.06.25.

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. Most flat entrance doors appear to be nominal FD30s timber doors, including those in 1-hour rated walls.

2) A visual inspection of the accessible areas was undertaken as part of the assessment, but areas with restricted access, i.e., false ceilings and void areas, were only inspected where readily accessible. The survey undertaken as part of this risk assessment should not be construed as a full compartmentation survey of the building. From a visual inspection carried out at the time of the inspection, there were no breaches in compartmentation evident between the communal areas and the residential accommodation.

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) Generally, the means of escape is protected from flats with the use of nominal FD30s door sets.

5) 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).

6) All service cupboards to communal landings are lockable. Keys are held centrally, and keys have been issued to residents as these service cupboards contain resident's meters. The electrical service cupboard doors are notional FD30s doors.

7) A variety of methods / materials have been used to achieve fire-stopping including fire rated batt materials.

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

9) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately 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.

11) Airbricks are fitted in the flat walls that separate the flats 1, 5, 7, and 11 from the common area. There was no intumescent grill fitted in the sampled flat, 11. Intumescent grills are to be fitted over the air bricks in the above flats, where the airbricks vent into the common area. See action 10/11.



12) Flats 9 and 3 have UPVC windows fitted in the wall separating the flats from the common area. These window frames, including the glazing, do not appear to be fire-rated. Accessed flat 9's window was located in the bathroom. These non-fire rated windows should be replaced with a fire-resistant alternative during any future refurbishment of the block. See observations.

13) The block is fitted with a pitched roof, not accessible from the common area, due to no keys available. The loft hatch appears to be non-fire rated. This loft hatch should be upgraded to a suitably fire-resistant loft hatch during any future refurbishment of the block. See observations.

14) Most flat front doors appear to be nominal FD30s door sets. Refer to the sheet below.

Shelsley Avenue 1-11 (O)	**BL43400SH04**	1-11 Shelsley Avenue;Oldbury;West Midlands;;	Intentionally Blank	
Shelsley Avenue 1-11 (O)	BL43400SH04	1 Shelsley Avenue;Oldbury;West Midlands;;	Timber FD30s nominal	Glazed
Shelsley Avenue 1-11 (O)	BL43400SH04	3 Shelsley Avenue;Oldbury;West Midlands;;	Timber FD30s nominal	Glazed
Shelsley Avenue 1-11 (O)	BL43400SH04	5 Shelsley Avenue;Oldbury;West Midlands;;	Timber FD30s nominal	Glazed
Shelsley Avenue 1-11 (O)	BL43400SH04	7 Shelsley Avenue;Oldbury;West Midlands;;	Timber FD30s nominal	Not Glazed
Shelsley Avenue 1-11 (O)	BL43400SH04	9 Shelsley Avenue;Oldbury;West Midlands;;	None fire rated	Glazed
Shelsley Avenue 1-11 (O)	BL43400SH04	11 Shelsley Avenue;Oldbury;West Midlands;;	Timber FD30s nominal	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) No firefighting provisions are provided within the premise.

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 Level 4 Diploma in Fire Risk Assessment.

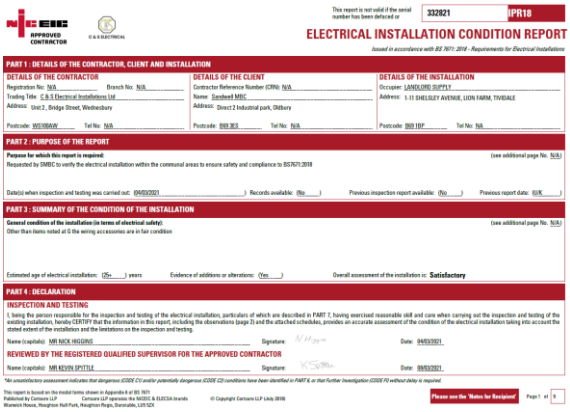
5) Fire safety information has been provided as part of tenancy pack. Information regarding the Stay Put Unless fire evacuation strategy is provided to tenants.

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 most recent EICR was completed 04/03/2021 and recorded as satisfactory.



ELECTRICAL INSTALLATION CONDITION REPORT

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

PART 2 : PURPOSE OF THE REPORT

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

PART 4 : DECLARATION

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.

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.

3) Refuse containers are emptied at regular intervals.

4) There is a dedicated refuse bin area for the block.

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.

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: Shelsey Avenue 1-11.

Date of Action Plan: 13-06-25

Review Date: <Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/11	Flat 9 front door has a damaged door leaf, no intumescent/cold smoke strips or self-closing device and non-fire rated glazing. A new FD30s door is required to be fitted.		P3	**Asset Management. 3-6 months**	

10/11	Airbricks are fitted in the flat walls that separate the flats 1, 5, 7, and 11 from the common area. Intumescent grills are to be fitted over the air bricks in the above flats, where the airbricks vent into the common area.		P3	**Fire Rapid Response. 3-6 months**	

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	
When any refurbishment of the building takes place consideration should be given to the loft hatch being upgraded to a suitably fire-resistant unit.	
When any refurbishment of the building takes place consideration should be given to replacing the UPVC windows between flats 3 and 9 and the common area with suitable fire-resistant glazing units.	
It is recommended that the roof void over the communal area is periodically check for fire compliance issues, such as compartmentation, inappropriate storage and pest infestation.	

Signed

	Building Safety Manager.	Date: 13.06.25.
	Quality Assurance Check	Date: 16/06/2025

Appendix 1

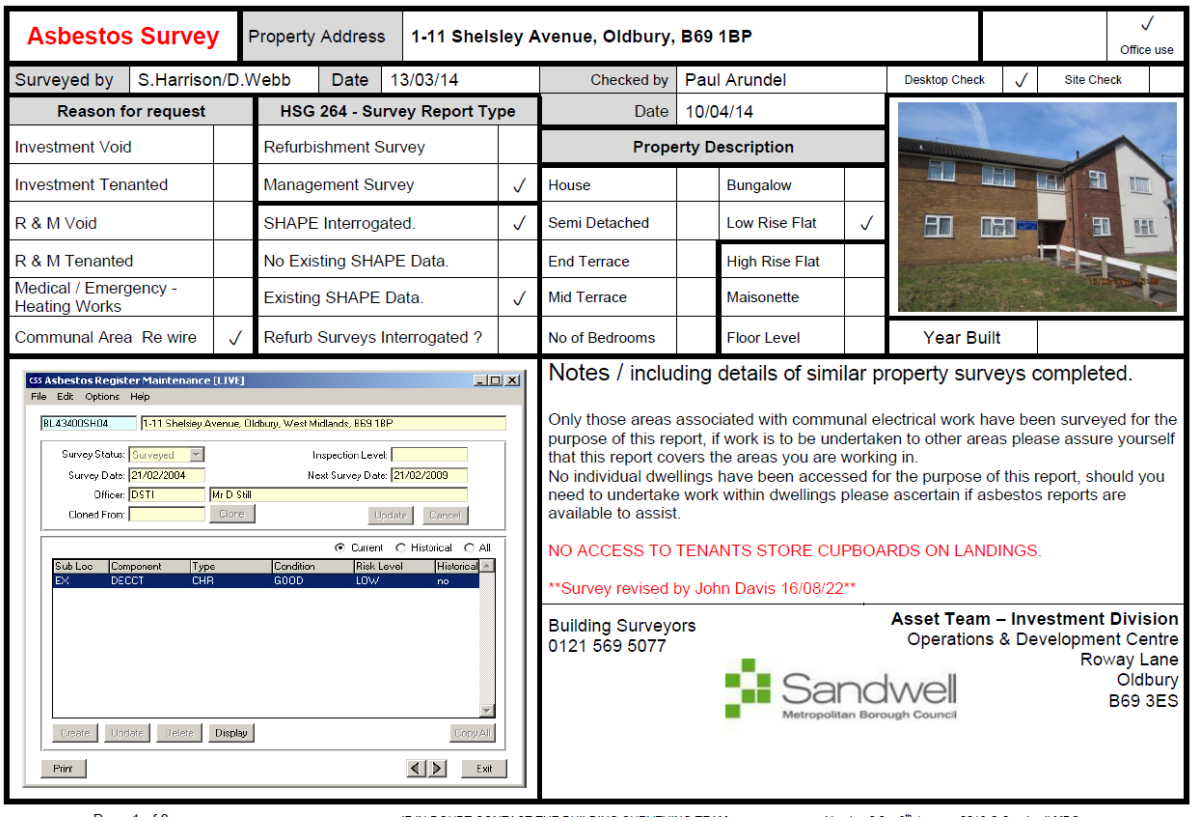
Significant Hazards on Site and Information to be Provided for the Fire Service

Name of property: Shelsley Avenue 1-11, Oldbury.

Updated: 16/08/2022.

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: **1-11 Shelsley Avenue, Oldbury, B69 1BP** | ✓ Office use

Surveyed by: S.Harrison/D.Webb | Date: 13/03/14 | Checked by: Paul Arundel | Date: 10/04/14 | Desktop Check ✓ | Site Check

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 Area Re wire	✓	Refurb Surveys Interrogated ?	

Property Description			
House		Bungalow	
Semi Detached		Low Rise Flat	✓
End Terrace		High Rise Flat	
Mid Terrace		Maisonette	
No of Bedrooms		Floor Level	

Year Built

Notes / including details of similar property surveys completed.

Only those areas associated with communal electrical work have been surveyed for the purpose of this report, if work is to be undertaken to other areas please assure yourself that this report covers the areas you are working in.
No individual dwellings have been accessed for the purpose of this report, should you need to undertake work within dwellings please ascertain if asbestos reports are available to assist.

NO ACCESS TO TENANTS STORE CUPBOARDS ON LANDINGS.

Survey revised by John Davis 16/08/22

Building Surveyors
0121 569 5077

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

Sandwell Metropolitan Borough Council

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 repreesentative 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.