

Fire Risk Assessment

3-6 Wheatley close



**Wheatley close, Oldbury,
B68 9HR**

Date Completed: 02/06/2025.

Review Period: 3 years.

Officer: C. Hill Building Safety Manager

Checked By: A. Jones Building Safety Manager.

Current Risk Rating = Tolerable

Subsequent reviews.

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

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Section

0

Introduction

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

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

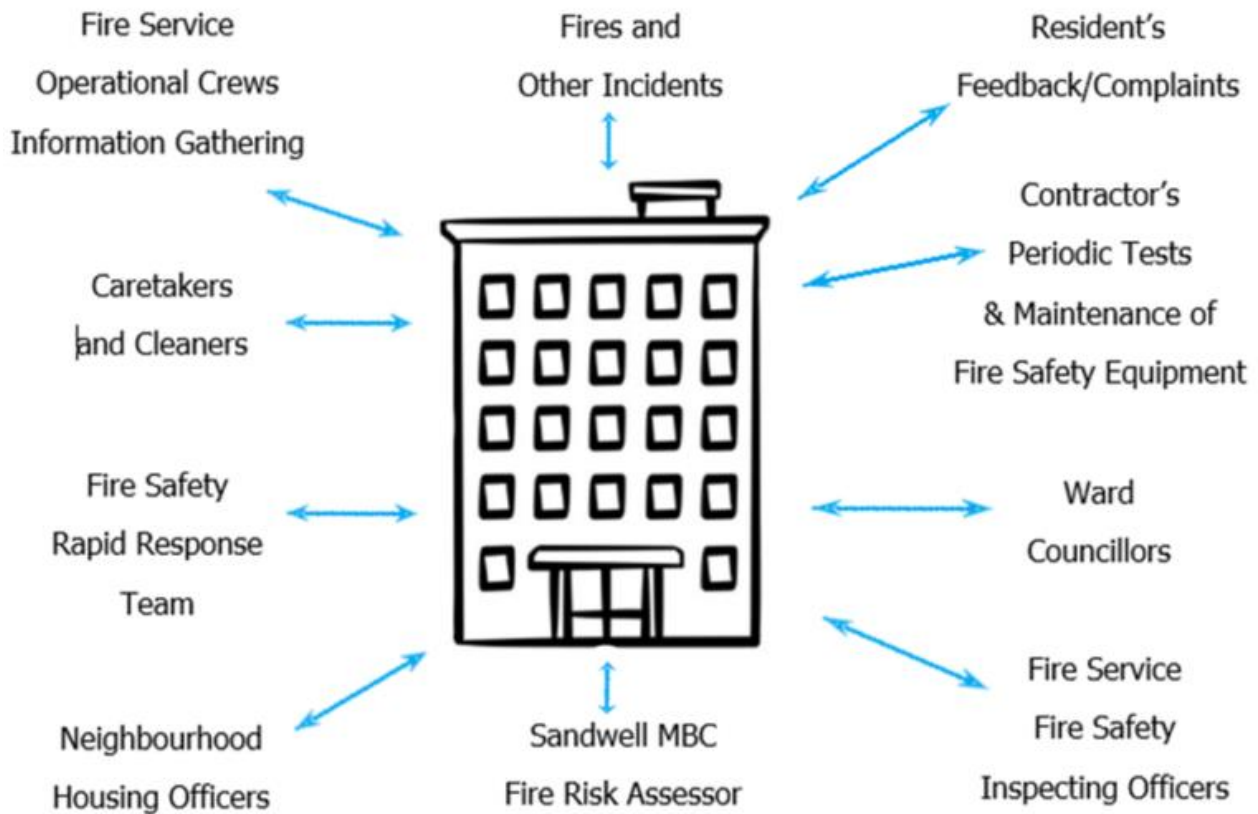
This Type 1 fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>.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

The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation, but the Council will as a minimum review:

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

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

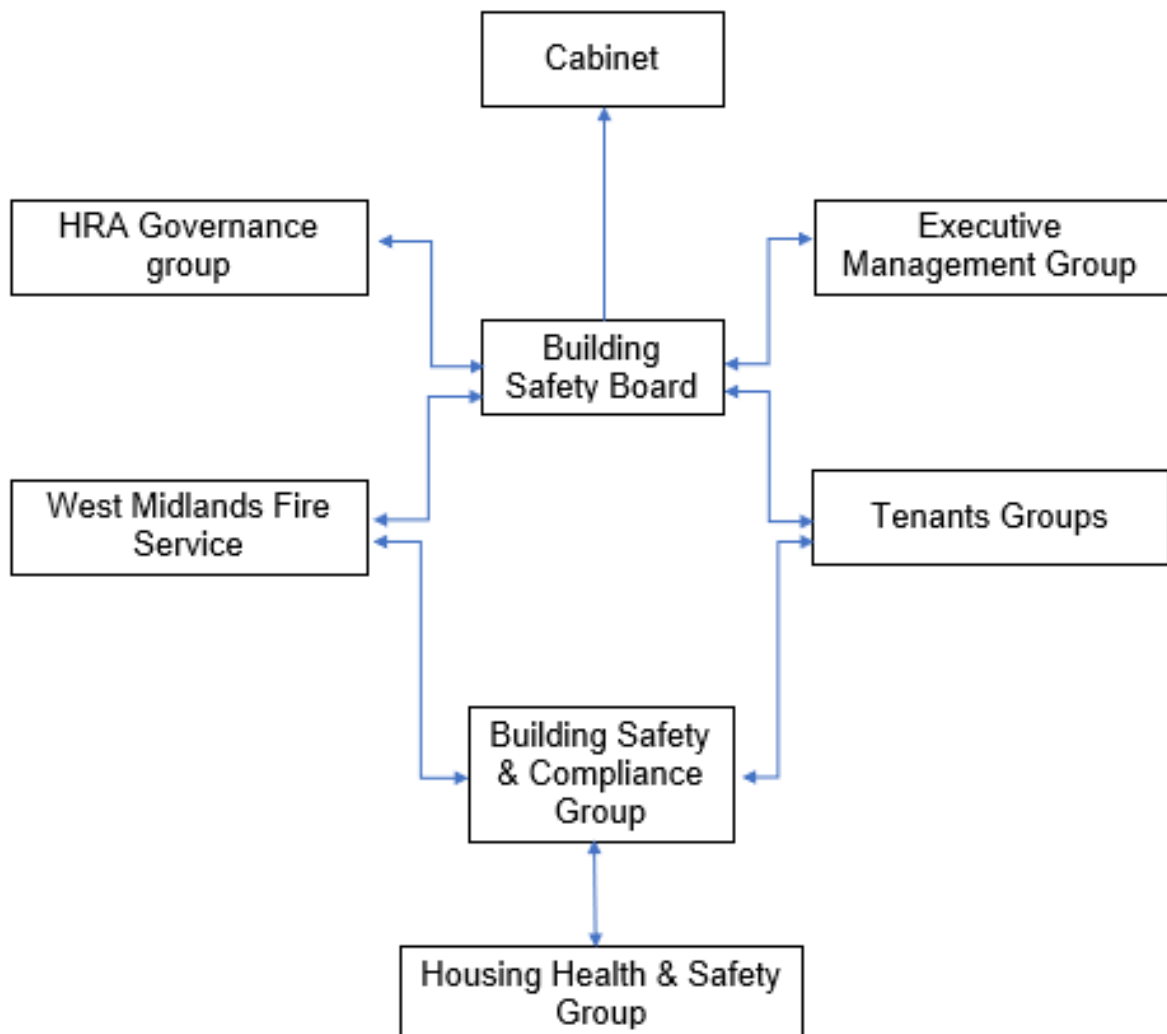
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring, and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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

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

Governance Structure



To summarise the fire risk assessment, in this scenario the RR(FS)O requires the prescribed information to be recorded. The prescribed information is the significant findings of the fire risk assessment and those groups or persons especially at risk from fire. This is recorded here in [section 1](#).

Also required to be recorded under article 11, are the fire safety arrangements for the planning, organisation, control, monitoring, and review of the preventative and protective measures. The information shown above is part of this requirement.

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

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

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	External Envelope Traditional brick construction with UPVC double glazed units. There is a small communal balcony to the 1 st floor.	Trivial

Section 7	<p>Means of Escape from Fire</p> <p>The building has a single open plan staircase which provides a sufficient means of escape.</p> <p>Flat 5 entrance door requires an overhead self-closing device.</p> <p>Car battery to be removed from ground floor lobby.</p>	Tolerable
Section 8	<p>Fire Detection and Alarm Systems</p> <p>Individual flats are fitted with hardwired smoke detection to a minimum LD3 standard.</p>	Trivial
Section 9	<p>Emergency Lighting</p> <p>The premises have a sufficient emergency / escape lighting system in accordance with BS 5266.</p>	Trivial
Section 10	<p>Compartmentation</p> <p>The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats.</p> <p>Doors to flats and residents storage cupboards are 30-minute nominal fire doors, including those in 1-hour rated walls.</p> <p>Loft hatch on 1st floor landing to be secured.</p> <p>Compartment walls extend through the roof void to the underside of the roof.</p>	Tolerable
Section 11	<p>Fire Fighting Equipment</p> <p>No firefighting provisions are provided within the premise.</p>	Trivial
Section 12	<p>Fire Signage</p> <p>Appropriate signage is in place, no further action required.</p>	Trivial

Section 13	Employee Training All staff receive basic fire safety awareness training.	Trivial
Section 14	Sources of Ignition The fixed electrical tests were last completed 13/04/2022.	Trivial
Section 15	Waste Control Regular cleaning services take place at the block and regular checks from caretakers help with waste control at the block. Refuse wheelie bins were noted against the building.	Tolerable
Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
Section 17	Arson Prevention There is external lighting and a door entry system which prevents unauthorised access.	Trivial
Section 18	Storage Arrangements Residents should not store fuel or LPG Cylinders in their home or storage facilities. This documented in the tenancy agreement. Butane gas cylinder noted in the rear enclosed courtyard.	Tolerable

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.

These hazards include compressed gas cylinder and car battery stored within two separate communal areas and a flat entrance door that didn't have a self-closing device installed.

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm. This is because, all flats have FD30s entrance doors, smoke detection to a minimum of LD3 standard and a stay put unless fire strategy is in place.

On completion of the recorded actions the overall risk rating for the building will remain as tolerable, subject to the recommended future improvements recorded in section 19.

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

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

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

Section

2

People at Significant Risk of Fire

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

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

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

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

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

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

Section 3

Contact Details

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

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

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

Chief Executive Shokat Lal	
Executive Director Asset Manager & Improvement Alan Lunt	
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	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

3 - 6
Wheatley Close
Oldbury
B68 9HR

Description of the Property:

This type 1 fire risk assessment covers a low rise two story terraced block, consisting of 4 number dwellings, adjoined to neighbouring houses at each end.

The block was constructed circa 1956 of traditional brick cavity construction with a concrete tiled pitched roof.



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



An exit door to the rear leads to an enclosed courtyard secured with fencing and brick masonry wall.



There are two flats to the ground floor and two flats to the 1st floor.

All flat entrance doors open into the stairwell.



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



There is a service cupboard plus three storage cupboards to the ground floor and a further two storage cupboards to the 1st floor.

There is a loft hatch to the 1st floor landing which provides access to the common roof void only.

A small communal balcony is accessible from the 1st floor lobby.

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	1956
Construction Type	Traditional Brick
Last Refurbished	Unknown
External Cladding	Small area of timber shiplap above entrance door, on communal balcony.
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	Loft hatch to common roof void
Equipment on roof (e.g. mobile phone station etc)	None

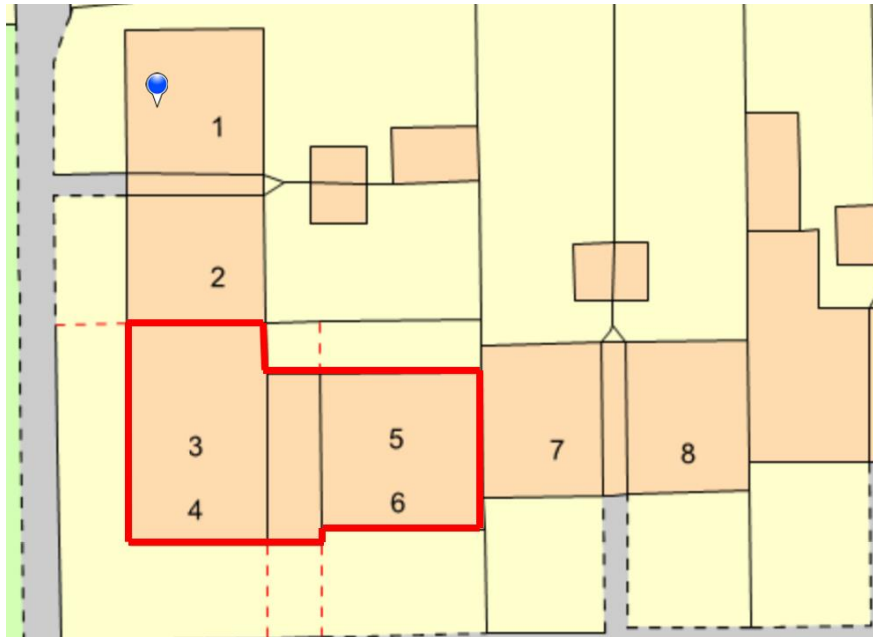
Persons at Risk

Residents / Occupants of 4 flats,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

Building Plan

A general plan and arial image of the building location.



Section 6

External envelope

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

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

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

- 1) The external envelope of the premises is predominantly traditional brick, surmounted by a pitched tiled roof.



- 2) There is a small communal balcony with timber louvred slats and timber shiplap cladding to the front elevation.



- 3) Individual flat windows are UPVC double glazed window frames.



- 4) The front and rear access communal entrance doors / combination frames are timber construction.



- 5) The former bin store doors to the front elevation are timber construction.



Section 7

Means of Escape from Fire

- 1) Flat entrance doors are nominal FD30s manufactured by Permadoor.
- 2) **Access was gained to Flat 5 which revealed the overhead self-closing device has been removed from the door.**



- 3) Flat 6 (Leaseholder) - Superficial surface damage was noted to the external finish of the door. It appears the damage has not compromised the doors integrity.



- 4) The building has a single staircase that provides a means of escape and is 850mm in width.



- 5) There is a short dead end corridor at first floor level that leads to the communal balcony. The dead end is ventilated, within a simple escape route, benefits from emergency lighting and is less than 3m in length therefore is acceptable.



- 6) Flats 3 and 4 have bathroom windows glazed with Georgian wired glass within the means of escape. The wired mesh within the glass will help maintain structural integrity during a fire. However, there is what appears to be an opening fan light. This is further detailed in sections 10 and 19.



- 7) The only communal door's within the block is the final exit door to the front of the building and a door to the rear enclosed court yard. Both doors are fitted with automatic closing devices. These are checked on a regular basis by Caretaking Teams as part of their cyclical checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
- 8) The final exit door to the front 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.
- 9) Communal areas are kept free of flammable items. The communal areas should be checked on a regular basis by Caretaking / Cleaning teams and all items of rubbish removed.
-

- 10) There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.
- 11) Automatic smoke ventilation is not commissioned, staircase is open plan with ventilation via a 1M² louvre vent at 1st floor level, and a further louvre vent above the front entrance / exit door.
- 12) There is a ventilation grill above the rear communal door.



- 13) The communal window to the first floor is not lockable and can be opened by hand.



- 14) The communal area has emergency escape lighting.
 - 15) **Car battery in means of escape by rear exit door adjacent flats 3 & 6.**
 - 16) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them.
-

Section

8

Fire Detection and Alarm Systems

- 1) Early warning is limited to hard wired or battery smoke alarms within each of the tenants flats. The equipment in SMBC flats is subjected to a cyclical test.
- 2) During the assessment, the assessor spoke with the resident of flat number 5, the resident confirmed that smoke detection was located in the Hallway, Living room & Kitchen.
- 3) Therefore, based on the sample of properties during the fire risk assessment and the previous FRA, smoke alarms within residents flats are installed to a minimum of an LD3 Standard.

For information

LD1 all rooms except wet rooms.

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

LD3 Hallway only.

- 4) There is no other effective means for detecting an outbreak of fire to communal areas. The reason for this is: -
 - I. Such systems may get vandalised.
 - II. False alarms would occur.
 - III. A Stay Put - Unless policy is in place.

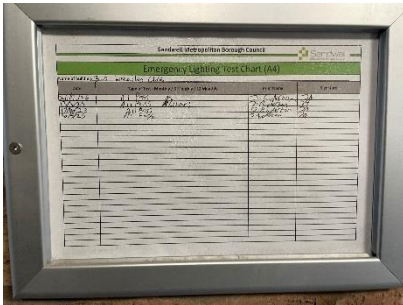
Section 9

Emergency Lighting

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



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

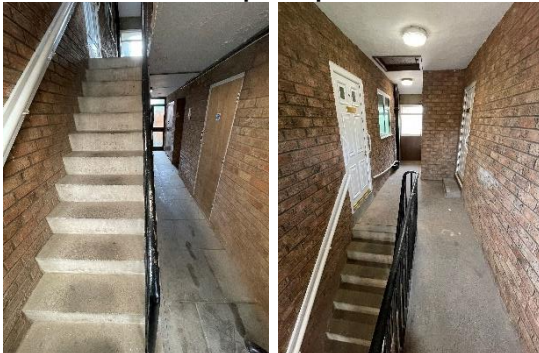


Section 10

Compartmentation

The high degree of fire separation between flats and the common parts is achieved by making each flat a fire-resisting enclosure. This is known as compartmentation. A compartment is simply a part of a building bounded by walls and floors that will resist the passage of fire for a specified period of time. The fire resistance of this construction is such that, normally, a fire will burn itself out before spreading to other parts of the building.

1. The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. All flat entrance doors are 30-minute nominal doors, including those in 1-hour rated walls.
- 2) The premise does not have sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire in communal areas due to open plan staircase.



- 3) Generally, the means of escape is protected from flats with the use of nominal FD30s doors.

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.

- 4) Flats 3 and 4 have UPVC bathroom windows glazed with Georgian wired glass within the means of escape. The wired mesh within the glass will help maintain structural integrity during a fire. However, products of combustion could pass through the fanlight if it was open. A Stay Put Unless fire strategy, fire detection in flats, a ventilated lobby and window sill heights at 1100mm minimise risk to a tolerable level.



- 5) A variety of methods / materials have been used to achieve fire-stopping such as intumescent mastic and Rockwool.
- 6) An extraction vent from flat 3 is protected with an intumescent liner.



- 7) The fire stopping / compartmentation of the premises is subject to an annual inspection by the Fire Safety Rapid Response Team.
-

- 8) 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.
- 9) The common roof void is accessed via a notional timber loft hatch above the 1st floor landing. **The loft hatch should be locked shut to control access.**



- 10) Compartment walls extend to the roof line. Rockwool (class A1) has been used to fire stop small penetrations.



- 11) Residents have access to storage cupboards within lobbies. The cupboards are secured with FD30s nominal doors. Access was gained to the cupboard belonging to flat 5.



- 12) There is a service cupboard housing the electrical incoming supply adjacent the ground floor fire exit door. The cupboard door was locked however, combined intumescent strips / cold smoke seals were visible. The cupboard and door have been installed following an action raised within the previous FRA dated 2022.



- 13) A further cupboard with timber ledge and braced doors / ground floor lobby was noted adjacent the rear exit door. The doors are not fire doors and were secured shut therefore access wasn't gained. Observation recorded in section 19.



Section

11

Fire Fighting Equipment

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

Section 12

Fire Signage

- 1) Where applicable fire doors display signage “Fire Door Keep Shut or “Fire Door Keep Locked Shut”.
- 2) The fire escape routes are self-evident and therefore additional fire action notices are not required.
- 3) No smoking (Smoke Free England) signage is displayed at the front entrance to the premises.



Section 13

Employee & Resident Training/Provision of Information

- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking Teams are not currently trained in the effective use of fire extinguishers. Caretaking Teams are not expected to tackle fires in this area.
- 4) Staff undertaking fire risk assessments are qualified to a Level 4 Diploma in Fire Risk Assessment.
- 5) Fire safety information has been provided as part of tenancy pack. Information regarding the Stay Put Unless fire evacuation strategy is provided to tenants.



Section

14

Sources of Ignition

- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.
- 2) Hot working is not normally conducted. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) The fixed electrical installation (EICR) should be evaluated every 5 years. The last recorded EICR inspection for the building was 13/04/2022.

ELECTRICAL INSTALLATION CERTIFICATE
Regulation 18 of the Electricity Regulations 2018 (BS 7671:2018) Requirements

Certificate Reference: EICR/2022/0001

DETAILS OF THE CLIENT			
Client Address: Sandwell HSC, Direct 2 Industrial Estate, Rowley Lane, Oldbury, B69 3ES			
DETAILS OF THE INSTALLATION			
Premises Address: Block 3-5 Warehouse Close, Oldbury, West Midlands, B69 3HS			
Extent of the installation covered by this certificate: Treated landrods D.B., Communal lighting, Trench socket and Door entry supply.			
The installation is:		New installation: N/A Addition to an existing installation: <input checked="" type="checkbox"/> Alteration to an existing installation: N/A	
DESIGN			
I, the undersigned, am responsible for the design of the electrical installation (as indicated by my/our signature below), and hereby certify that I/we have been responsible for the design of the installation and have taken all necessary steps to ensure that the design complies with BS 7671:2018, amended to 2022 except for the departures, if any, detailed as follows:			
Details of departures from BS 7671 (Regulations 120.3, 133.5):		None	
Details of permitted exceptions (Regulations 411.3.3):		Risk assessment attached: N/A	
The extent of liability of the signatory/signatories is limited to the work described above as the subject of this certificate.			
For the DESIGN of the installation:		Name: _____ Position: _____ Signature: _____ Date: _____	
Where there is shared responsibility for the design:			
Name: _____ Position: _____ Signature: _____ Date: _____		Name: _____ Position: _____ Signature: _____ Date: _____	
CONSTRUCTION			
I, the undersigned, am responsible for the construction of the electrical installation (as indicated by my/our signature below), and hereby certify that I/we have been responsible for the construction and have taken all necessary steps to ensure that the construction complies with BS 7671:2018, amended to 2022 except for the departures, if any, detailed as follows:			
Details of departures from BS 7671 (Regulations 120.3, 133.5):		None	
The extent of liability of the signatory/signatories is limited to the work described above as the subject of this certificate.		For the CONSTRUCTION of the installation:	
Name: _____ Position: _____ Signature: _____ Date: _____		Name: _____ Position: _____ Signature: _____ Date: _____	
INSPECTION AND TESTING			
I, the undersigned, am responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), and hereby certify that I/we have been responsible for the inspection and testing and have taken all necessary steps to ensure that the inspection and testing complies with BS 7671:2018, amended to 2022 except for the departures, if any, detailed as follows:			
Details of departures from BS 7671 (Regulations 120.3, 133.5):		None	
The extent of liability of the signatory/signatories is limited to the work described above as the subject of this certificate.		For the INSPECTION AND TESTING of the installation:	
Name: _____ Position: _____ Signature: _____ Date: _____		Name: _____ Position: _____ Signature: _____ Date: _____	
DESIGN, CONSTRUCTION, INSPECTION AND TESTING			
I, the undersigned, am responsible for the design, construction, inspection and testing of the electrical installation (as indicated by my/our signature below), and hereby certify that I/we have been responsible for the design, construction, inspection and testing and have taken all necessary steps to ensure that the design, construction, inspection and testing complies with BS 7671:2018, amended to 2022 except for the departures, if any, detailed as follows:			
Details of departures from BS 7671 (Regulations 120.3, 133.5):		None	
The extent of liability of the signatory/signatories is limited to the work described above as the subject of this certificate.		For the DESIGN, the CONSTRUCTION, and the INSPECTION AND TESTING of the installation:	
Name: Engineer (D Dean Taylor) Position: Electrical Signature: _____ Date: 13/04/2022		Name: _____ Position: _____ Signature: _____ Date: _____	

- 4) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.
- 5) Portable heaters are not allowed in any common parts of the premises.
- 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.

Section 15

Waste Control

- 1) There is a weekly Cleaning Service to the premises.
- 2) Refuse containers are stored on hard standing at the front of the building. An email has been sent to the housing manager advising bins to be stored in a more suitable location away from the building against.



- 3) Any waste containers are emptied at regular intervals.
 - 4) 'Out of Hours' service in place to remove bulk items.
-

Section 16

Control and Supervision of Contractors and Visitors

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

Section 17

Arson Prevention

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



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



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

Section 18

Storage Arrangements

- 1) Residents are instructed not to bring L.P.G cylinders into block. This information is contained within the tenants' handbook.
- 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE, or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
- 3) **A compressed butane gas cylinder and regulator were noted in the rear courtyard.**



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

Section 19

Additional Control Measures. Fire Risk Assessment - Action Plan

Significant Findings

Action Plan.

It is considered that the following recommendations should be implemented to reduce fire risk to, or maintain it at, the following level:

Trivial ☐ Tolerable ☒

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days.

P2 Arrange and complete within 1-3 Months of assessment date.

P3 Arrange and complete within 3-6 Months of assessment date.

P4 Arrange and complete exceeding 6 months under programmed work.



Fire Risk Assessment Action Plan



Name of Premises or Location:


Flats 3-6 Wheatley Close

Date of Action Plan:




04/06/2025

Review Date:

<Insert date>




Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
07/02	Flat 5 – Install overhead self-closing device to flat entrance door. Tenants states he has the self-closer.		P2	Within 1-3 Months Fire Rapid Response.	

Fire Risk Assessment



07/15	Car battery within ground floor means of escape to be removed. Adjacent flats 3 & 6.		P2	Within 1-3 Months Housing Manager	
10/09	Loft hatch to be secured shut with lock / padlock.		P2	Within 1-3 Months Fire Rapid Response.	
18/3	Compressed gas butane cylinder to be removed from rear courtyard and building.		P2	Within 1-3 Months Housing Manager	

Fire Risk Assessment

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

Observations		
Flats 3 and 4 windows opening to the communal lobby to be replaced with fixed / non opening units glazed with suitable fire rated glazing as part of future building refurbishments.		
Ledge and brace cupboard doors in ground floor lobby to be upgraded with FD30s doors.		
A suitable bin storage area to be created away from the building as per CFPA guidance.		

Signed

	Building Safety Manager	Date: 04/06/2025
 ADRIAN JONES	Fire Risk Assessor	Date: 05/06/2025

Fire Risk Assessment

Sample Locations		Property Address	3-6 Wheatley Close, Oldbury, B68 9HR					
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled?	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
PANEL ABOVE 1 ST FLOOR LANDING BALCONY DOOR	CEMENT	-	PAINT SEALED	PRESUMED	CHRYSTOTILE	NO	NO	
PANEL ABOVE 1 ST FLOOR LANDING REAR WINDOW	CEMENT	-	PAINT SEALED	PRESUMED	CHRYSTOTILE	NO	NO	
DAMP PROOF COURSE	BITUMEN	-	SEALED	-	NOT SAMPLED	-	-	PLEASE REQUEST SAMPLE IF TO BE DISTURBED
PIPE INSULATION IN MAIN ROOF SPACE	LAGGING	-	UNSEALED	JD 1610 / 001	NONE DETECTED	NO	NO	
LOOSE FILL INSULATION TO TANK IN MAIN ROOF SPACE	LAGGING	-	UNSEALED	JD 1610 / 002	NONE DETECTED	NO	NO	
ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM'S.								
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL			
MAIN ROOF SOFFIT	PLASTIC	PANELS BELOW GROUND FLOOR METER CUPBOARD DOOR	SUPALUX					
MAIN ROOF SARKING FELT	NON-ASBESTOS – NEW ROOF	DOOR PANELS TO GROUND FLOOR CUPBOARD BY REAR ENTRANCE	SUPALUX					
FRONT AND REAR COMMUNAL ENTRANCE DOOR FRAME SEALANT'S	SILICONE	PANEL BELOW REAR 1 ST FLOOR LANDING WINDOW	PLYWOOD					
ALL FLATS – FRONT DOOR FRAME SEALANT	SILICONE	CEILING TO EXTERNAL CUPBOARDS TO RIGHT OF FRONT ENTRANCE	PLASTER					
DOOR PANEL TO GROUND FLOOR METER CUPBOARD BY FRONT ENTRANCE DOOR	SUPALUX							

ABOUT THE REPORT – PLEASE READ

All Survey Methodology is based upon HSE document HSG 264 - Asbestos: The Survey Guide. All surveyors are experienced British Occupational Hygiene Society (BOHS) P402 qualified surveyors with extensive Surveying & Refurbishment Project experience specific to Sandwell MBC's managed housing stock.

The person or persons using this report to programme refurbishment work on site are assumed to be competent & experienced in the field of domestic refurbishment projects & have suitable & sufficient asbestos awareness to understand the scope of this report & apply it to the project. All trade operatives working on site are also expected to have relevant asbestos awareness training & experience. IF IN DOUBT STOP & ASK! Please ensure the report covers the areas that you need to work on.

SHAPE: Sandwell MBC's integrated ICT solution holds the Company Asbestos Register. The Asbestos Register is interrogated when completing the asbestos survey report to ensure that ACM's in similar properties are considered where relevant. The Register holds details of all suspected or confirmed ACM's identified during Refurbishment & Demolition programmes as well as Repairs activities for the past 11 years. If potential ACM's have been identified within difficult to survey areas such as Cavity Walls, Floor Voids etc these will be highlighted within the report. The interrogation of the Company Asbestos Register compliments the survey & report process it does not substitute the Refurbishment & Demolition Survey.

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

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

Term	Explanation
Property Address	Specific Property to which survey relates.
Surveyed by	Relates to P402 trained surveyor.
Action taken on Project	Record what action may have been undertaken to the Asbestos in question. E.g. Nothing, Repair, replace, Manage.
Type of Work to be undertaken	Relates to the envisaged type of work that the Asbestos Survey Report will be used to aid. This assists the asbestos surveyor to guide his survey methodology & will help the users of this report decide if it is suitable for the work activity being undertaken.
ACM	Asbestos Containing Material.
HSE Notify	This highlights if a material normally requires notification to the Health & Safety Executive prior to removal. GUIDANCE ONLY.
Bulk Sample	Sample of potential ACM that is representative of the whole.
Request Sample	The item described has not been tested for Asbestos content. The item must be presumed to contain asbestos until sampling confirms. If work is going to be undertaken in this area sample should be requested prior to work starting.
Awaiting Results	If no results have been detailed then you must not work on these items until you receive further confirmation.
Extent	An estimate of quantity will be given where possible to aid work planning & valuation.
Labels	Materials will be labelled where practical. Labelling will be not be undertaken to low risk materials e.g. floor tiles, Textured Coatings etc or where labelling could easily be removed or would cause potential exposure if removed. All presumed ACM's will be labelled as "Asbestos" where practical. All sampled materials will be labelled with an "Asbestos Sampled" label.

Term	Explanation
Photo's	These will usually be provided for the front elevation of the property to aid identification.
Sampled by	P402 trained surveyor.
Checked by	P402 trained surveyor who checks report prior to issuing.
Survey Report Type	Report type is determined by the type of work to be undertaken. The reader of this report must satisfy themselves that the scope of the survey is sufficient for the purpose of work being undertaken.
Refurbishment Survey	HSG 264 – Refurbishment & Demolition Survey. Surveying undertaken to all parts of the property presuming full decent homes refurbishment, which may include, New Kitchen, New Bathroom, Electrical Rewire, Re-roof, Full Heating System. Taking account of the complete structure of the property & archetype information available. This survey has been carried out without detailed knowledge of the works to be undertaken during refurbishment. Anyone using this report to support building works being undertaken to the property should ensure that the report is sufficient for the purposes of the building work being undertaken. The reader should be confident that the areas that are to be disturbed by the proposed work are included.
Management Survey	A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect 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.