

Fire Risk Assessment

21 - 31

**Chaddesley Close,
Oldbury,
B69 1EL**



Date Completed: 07/08/2025

Review Period: 3 years.

Officer: S. Henley Fire Risk Assessor

Checked by: C. Hill 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

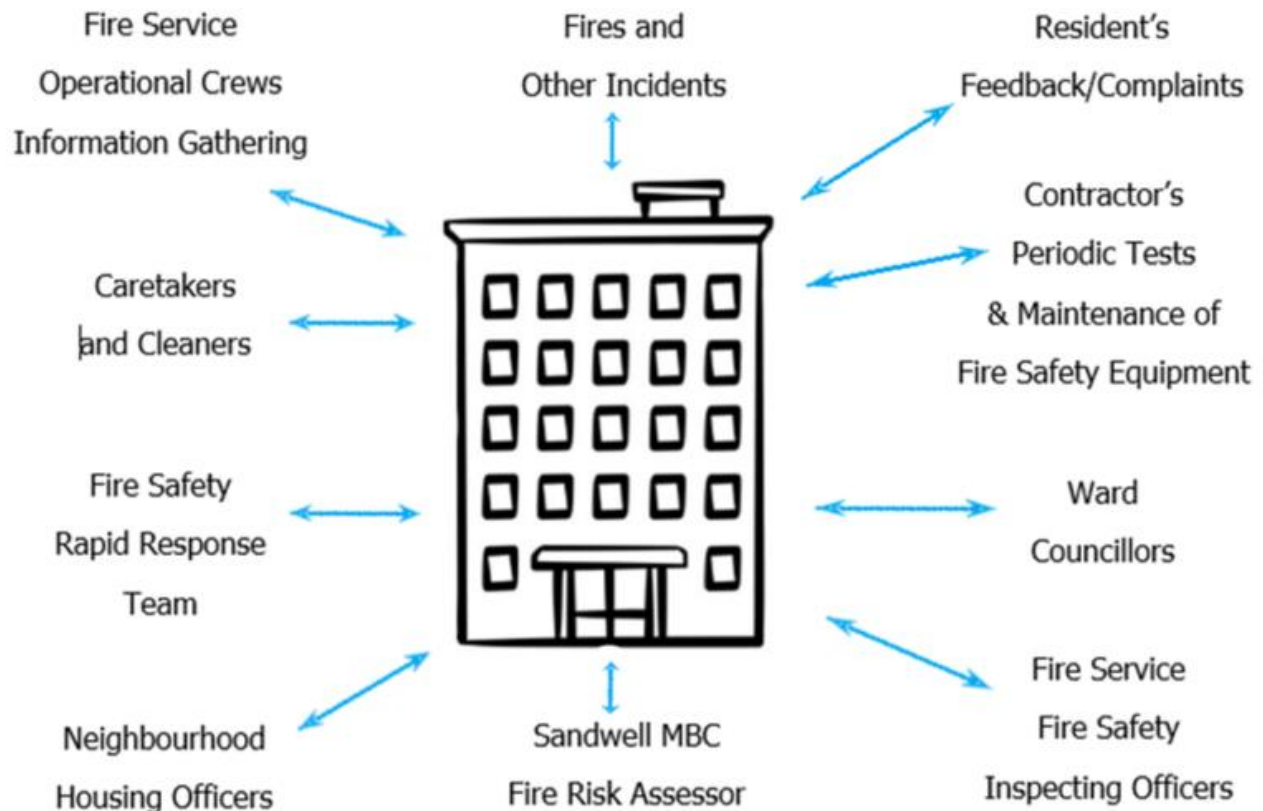
Introduction

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/feedback_and_complaints or by phone on 0121 569 6000.

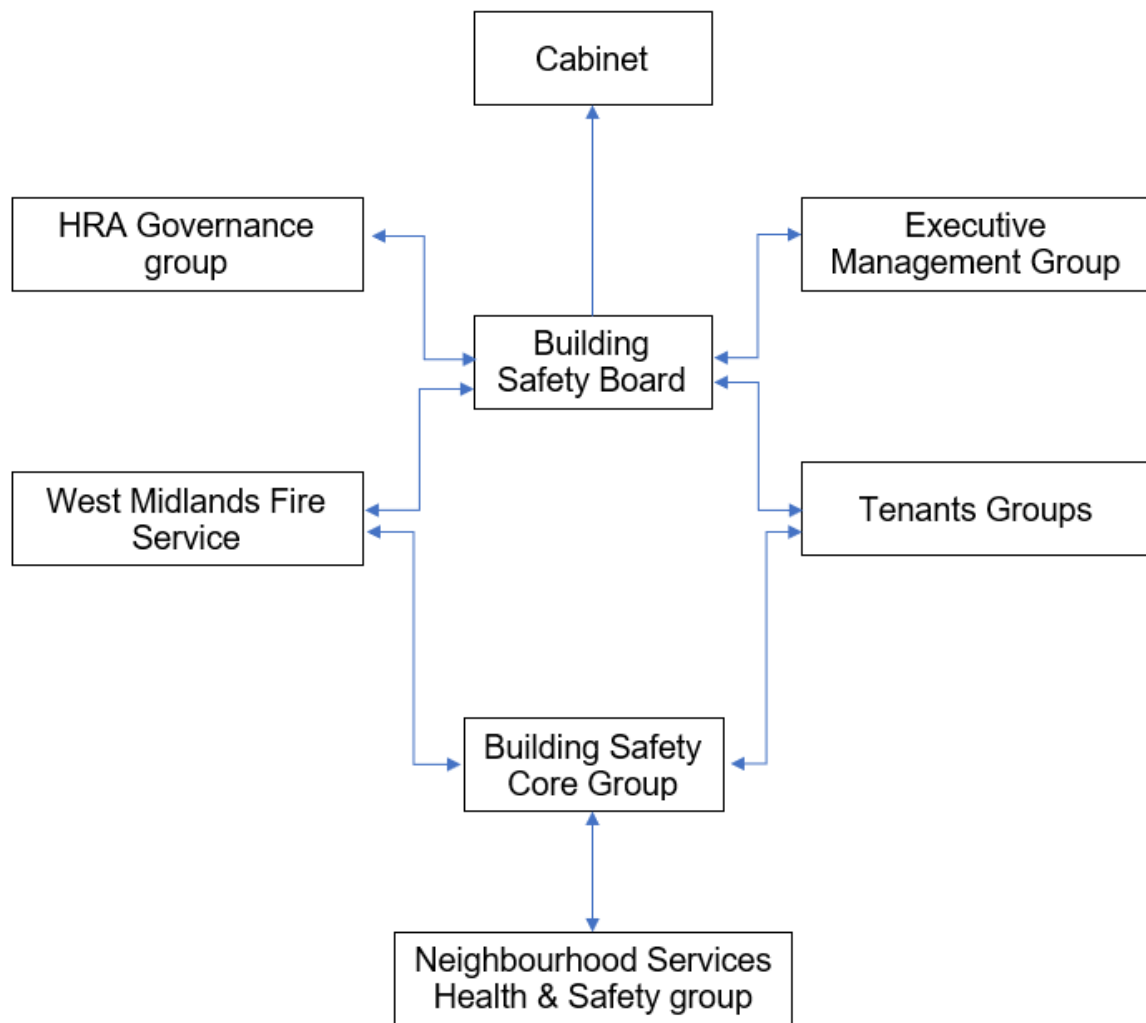
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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 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 or smoke.

Section number	Section Area	Individual Risk Level
Section 6	External Envelope The building is predominantly brick cavity constructions with uPVC doubled glazed units to the flats. Timber soffits and fascia boards fitted. Marley concrete interlocking roof tiles are fitted on the roof. A number of external lights are fitted for safety and security around the premises. Doors are fitted with self-closers and access is via fob or buzzer.	Trivial

	<p>Fireman's drop key access is also installed at the front entrance.</p> <p>Large amount of ivy growing up the frontage of the premises.</p>	
Section 7	<p>Means of Escape from Fire</p> <p>There is a single central staircase offering adequate means of escape with front and rear final exit doors.</p> <p>Flat 21 has a combustible plastic plant hanging above the flat door. Email sent to housing manager 14/08/2025</p>	Trivial
Section 8	<p>Fire Detection and Alarm Systems</p> <p>The flats have a fire detection system fitted to an LD3 standard.</p> <p>No detection in communal areas.</p>	Trivial
Section 9	<p>Emergency Lighting</p> <p>The premises have a sufficient emergency / escape lighting system in accordance with BS 5266. Last lighting test 07/07/2025</p>	Trivial
Section 10	<p>Compartmentation</p> <p>All service cupboards to communal landings are FD30s rated and lockable with budget locks and include a fire door Keep locked sticker.</p> <p>Each flat has access to a storage cupboard on the landing of the flat. Cupboards do not have fire rated doors but are kept locked</p> <p>Mortar gap next to 23's door requires fire stopping</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>There are sufficient Fire door keep shut signs & No Smoking signs in place.</p>	Trivial
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 should be tested every 5 years.</p> <p>At the time of the FRA, the last EICR inspection of electrical installation was carried out on 16th July 2020. Senior Planning Officer has been contacted – EICR to be scheduled for September 2025.</p>	Trivial
Section 15	<p>Waste Control</p> <p>Caretakers undertake regular checks and bins are stored away from the building.</p> <p>Refuse bins are to the rear in the courtyard, away from residential block.</p>	Trivial
Section 16	<p>Control and Supervision of Contractors and Visitors</p> <p>Contractors are controlled centrally, and hot works permits are required where necessary.</p>	Trivial

Section 17	Arson Prevention There is external lighting and the final exit doors have door entry systems installed. These systems are designed to fail safe i.e., door unlocked in the event of a power failure.	Trivial
Section 18	Storage Arrangements Residents have their own internal store cupboards on their own landing which are kept secure with their own locks. There are external brick-built storage sheds detached from the main building. These are locked with resident's keys. Residents should not store fuel or LPG Cylinders in their home or storage facilities. A number of garden items are being kept within the courtyard close to the building, no concern with this as they are low risk.	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 Chaddesley Close, I conclude that the likelihood of a fire is medium prior to the implementation of the action plan, owing to the normal fire hazards identified within the assessment whilst also taking into account the overdue EICR which will be scheduled for September 2025 and the Ivy which has grown over the façade that has been reported to the housing manager for removal.

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 FD30s composite entrance doors, smoke/heat detection systems installed to a minimum of LD3 in all flats, two final exit doors, and a stay-put strategy unless a fire strategy is in place.

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

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.

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:

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need 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.

(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 is currently writing a policy and procedures 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 Rachel Price		
Building Safety Managers Adrian Jones Carl Hill Louis Conway Andrew Froggatt	Fire Risk Assessors Mohammed Zafeer Stuart Henley Craig Hudson	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

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.

21-31
Chaddesley Close
Oldbury
B69 1EL

These low-rise blocks were constructed in 1961 using a traditional brick cavity & concrete build. The roof is pitched and with Marley concrete interlocking roof tiles.

The blocks consist of 2 storeys inclusive of ground. Each of the floors contain 3 number dwellings accessed by a single central concrete stairwell.

Each block has a main entrance to the front elevation and a further exit located on the rear elevation. Front entrances have a door entry system with a fob reader installed and a firefighter override switch, the rear entrances have a fob reader.

The enforcing authority is West Midlands Fire Service
Nearest Fire station is Oldbury fire station, which is 1.2 miles

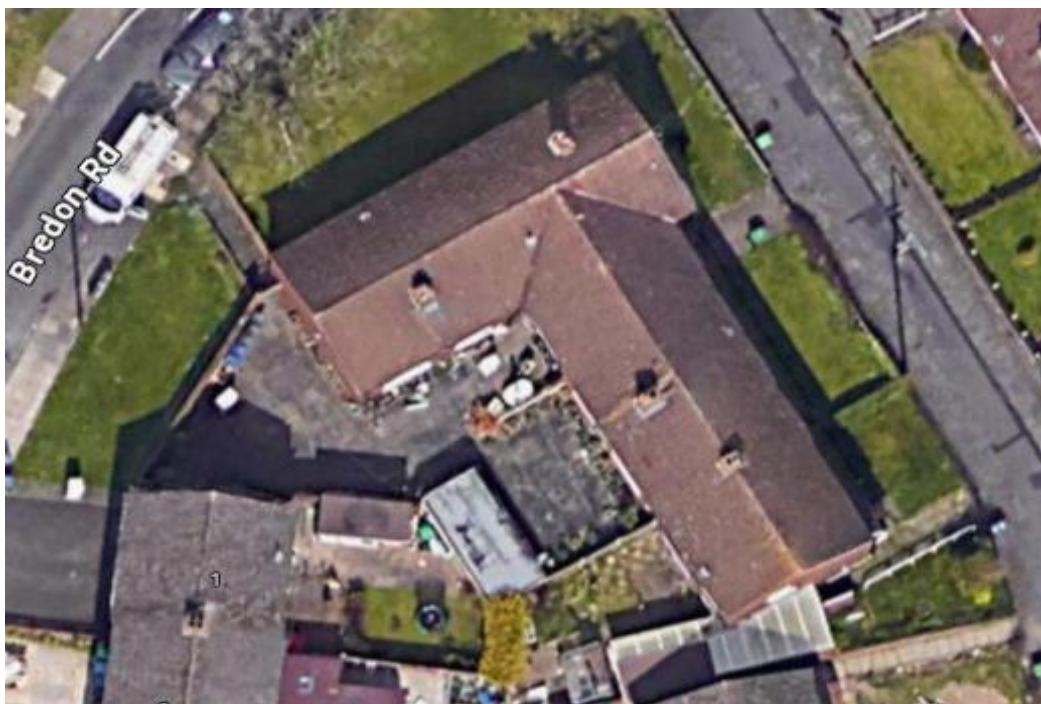
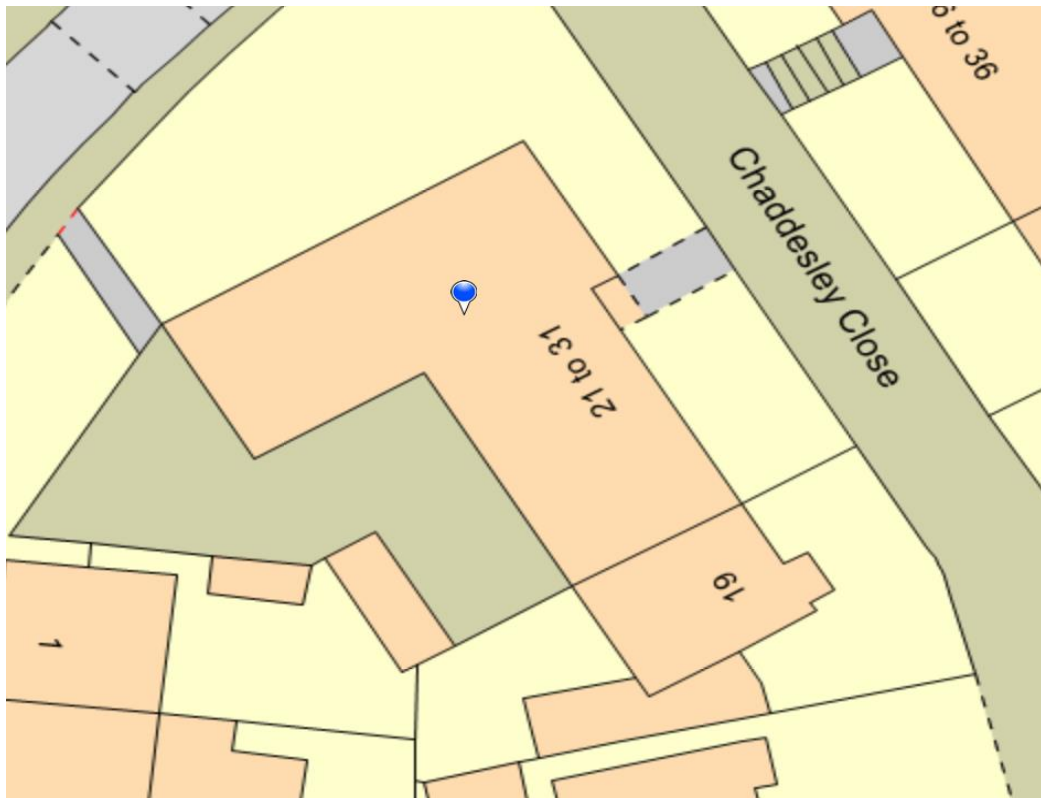
High/Low Rise	Low-Rise
Number of Floors	2
Date of Construction	1961
Construction Type	Traditional brick & concrete
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	Loft Hatch from Communal Lobby
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 6 flats,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

Building Plan



Section 6

External envelope

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

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

- 1) The external surface of the building is predominantly brick structure with wooden soffits and fascia. The roof is pitched and fitted with Marley concrete interlocking roof tiles are fitted on the roof.



- 2) Large amount of ivy growing up the frontage of the premises. This has been reported to the housing manager for removing due to the potential fire risk and reported rodent infestation in the loft area.



- 3) UPVC double glazed units have been installed to each flat and communal stairway. There is a canopy situated over the entrance to the block. Entrance & rear door are timber units.



- 4) Access to the building: front entrance is via a call point/fob system, and firefighting override system. Rear entrance is a fob access only



Front door access

Rear door access

- 5) There is lighting installed close to the front and rear door for safety and security



Front lighting

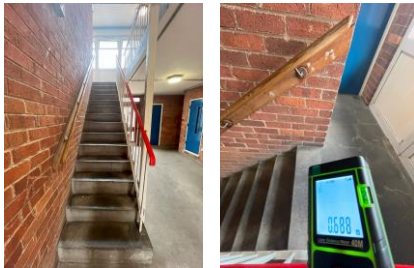


Rear lighting

Section 7

Means of Escape from Fire

- 1) The first floor is accessed via a single staircase that provides a means of escape and has a width of 750mm reducing to 688mm between the handrails. The stairwell width has been reduced slightly due to added handrail, this reduction in width is unlikely to affect acceptable evacuation times.



- 2) Corridors are at least 1050mm in width and are kept clear.



- 3) 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. A Stay Put Unless strategy is in place to protect residents in such circumstances.
-

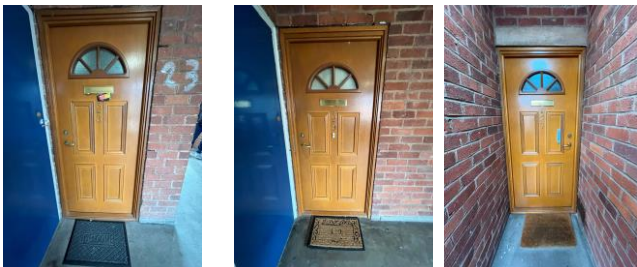
- 4) The only communal doors within the block are the final exit doors, which are fitted with automatic closing devices that are checked on a regular basis by caretaking teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s). The final exit doors have door entry systems installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.



- 5) Individual flat doors are FD30s rated composite doors sets. Access is gained to a sample of properties as part of the fire risk assessment to ensure the doors have not been tampered with. Flat 29 accessed at the time of the assessment and the door was noted as correct.



- 6) A number of flats had mats present at the entrances; the fire rating is not known on these door mats and are deemed to be low risk.



- 7) Windows on the first floor are fitted with narrow top openers; these would assist in any ventilation required.



- 8) All cabling that runs through the communal area is encased within metal trunking.



- 9) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.



- 10) Emergency lighting is provided to communal landings and stairs. Checks are done on a monthly basis by Sandwell MBC in house electrical team or approved contractor. ([Refer to section 9](#))



- 11) Flat 21 has a combustibile plastic hanging plant outside of their door. Email sent to the housing manager to request the tenant removes this.



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 the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD3 Standard. Flat 29 was checked at the time of the assessment.



Living room Hallway Kitchen

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 premises have a sufficient emergency / escape lighting system in accordance with BS 5266.
- 2) One emergency light unit situated on the ground floor ceiling and one unit on the first-floor ceiling.



- 3) Emergency lights are also checked and tested monthly by City Fire & Electrical Services



Section 10

Compartmentation

This section should be read in conjunction with Section 4

- 1) 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 inspection did not reveal any breaches in compartmentation.

The survey undertaken as part of this risk assessment should not be construed as a full compartmentation survey of the building.

- 2) The building is designed to provide as a minimum 1-hour vertical and vertical fire resistance.
 - 3) 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.
 - 4) However, the building 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.
 - 5) The existing fire-stopping measures are fit for purpose, and a cyclical programme is in place to ensure that the fire-stopping has not been compromised by third parties and to make enhancements where necessary.
 - 6) A variety of methods / materials have been used to achieve fire-stopping such as intumescent mastic around cable penetrations.
-

- 7) The front and rear exit doors 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).



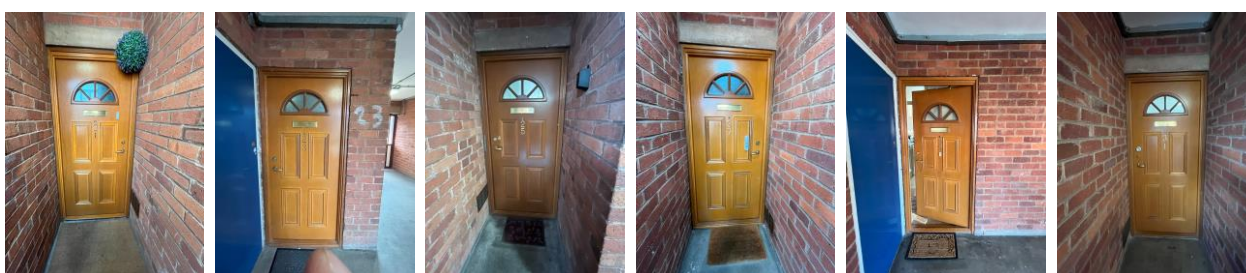
- 8) All service cupboards to communal landings are FD30s rated and lockable with budget locks and include a “Fire door Keep locked” signage.



- 9) Each flat has access to a storage cupboard situated next to the property's door. Cupboards do not have fire rated doors but are kept locked



- 10) Individual flat doors are FD30s rated composite fire door construction. Flats 21 – 31 pictured



- 11) All doors would have been fitted with self-closers at the time of installation. Flat 29 was inspected and self-closers and cold smoke seals were in place and working correctly. Unable to inspect all flats at the time of the Fire Risk Assessment, so cannot say if they are all working correctly and still in place.



- 12) Envirograf intumescent air transfer grills have been installed over airbricks within the communal landing.



- 13) On the first floor there is a loft hatch. This is kept padlocked at all times. At the time of the Fire Risk Assessment this area was not accessed due to lone working.



- 14) Holes in mortar next to flat 23's front door to be fire stopped.



Section

11

Fire Fighting Equipment

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

Section 12

Fire Signage

- 1) Fire door keep shut signs are displayed where appropriate. All resident meter cupboards also the front and rear exits display "Fire Door Keep Shut" sign.



- 2) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.



Front

Rear

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 has been provided as part of tenancy pack.
- 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 shall be tested every 5 years. The date of the last EICR was 16/7/20 and is therefore now overdue. The senior planning officer - electrics has confirmed an EICR will be scheduled September 2025.

The image shows a screenshot of an Electrical Installation Condition Report (EICR) form. The form is titled 'ELECTRICAL INSTALLATION CONDITION REPORT' and includes sections for 'PART 1: DETAILS OF THE ELECTRICAL INSTALLATION', 'PART 2: SUMMARY OF THE CONDITION OF THE INSTALLATION', and 'PART 3: RECOMMENDATIONS'. The form is partially filled out with handwritten and printed text.

- 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.

- 7) All Residents service cupboards on each floor are housed behind a FD30s fire rated doors. All cupboards are free from any combustibles.



Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse bins are stored at the front of the property on the pavement. Bins Are regularly emptied by weekly refuse collections.



- 3) Regular checks by Caretakers minimise risk of waste accumulation.



- 4) '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 – in order 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.



- 3) There is no current evidence of arson.
- 4) The perimeter of the premises is well illuminated.



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

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 individual storage cupboard internally and externally which they keep secured by means of own keys.
 - 6) A number of tenants personal items were noted against the gable end within the rear courtyard, including a green recycling bin the risk to the building is deemed sufficiently low.
-

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:


Chaddesley Close 21 - 31

Date of Action Plan:

08/08/2025

Review Date:



<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
10/10	Fire stop the mortar gap next to number 23's door		P2	Within 1-3 months Fire Rapid Response	

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).

Signed

	Fire Risk Assessor	Date: 20th August 2025
	Building Safety Manager	Date: 20 th August 2025

Appendix 1

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



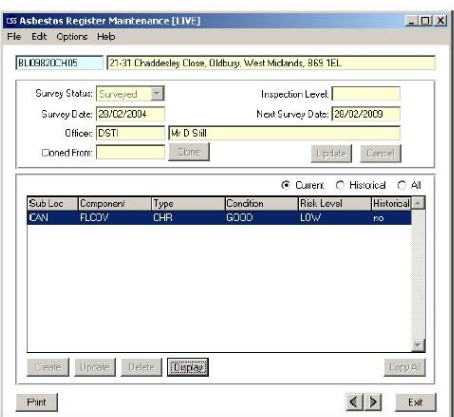
Name of property: 21 – 31 Chaddesley Close

Updated: 20th August 2025

Premise Manager: Rachel Price

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).		

Asbestos Survey		Property Address		21-31 Chaddesley Close, Oldbury, B69 1EL				✓ Office use			
Surveyed by		JOHN DAVIS		Date		18/03/14		Checked by		Paul Arundel	
								Desktop Check		✓	
								Site Check			
Reason for request		HSG 264 - Survey Report Type		Date		30/04/20					
Investment Void		Refurbishment Survey									
Investment Tenanted		Management Survey		✓							
R & M Void		SHAPE Interrogated.		✓							
R & M Tenanted		No Existing SHAPE Data.									
Medical / Emergency - Heating Works		Existing SHAPE Data.		✓							
Communal Areas		✓		Refurb Surveys Interrogated?							
								Notes / including details of similar property surveys completed. **NO ACCESS TO MAIN ROOF SPACE DURING SURVEY** *LANDING STORE CUPBOARDS BY FLAT FRONT DOORS NOT SURVEYED* Survey revised 04/08/22 by John Davis			
Building Surveyors 0121 569 5077								Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES			

Fire Risk Assessment

Sample Locations		Property Address	21-31 Chaddesley Close, Oldbury, B69 1EL					
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIF Y	Labelled?	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
MAIN ROOF VERGE CLOAKING	CEMENT	-	UNSEALED	PRESUMED	CHRYSTOTILE	NO	NO	
MAIN ROOF SARKING FELT	BITUMEN	-	SEALED	-	NOT SAMPLED	-	-	PLEASE REQUEST SAMPLE IF TO BE DISTURBED
D.P.C.	BITUMEN	-	SEALED	-	NOT SAMPLED	-	-	PLEASE REQUEST SAMPLE IF TO BE DISTURBED
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	TIMBER	STAIRS / LANDING WALLS		BRICK				
FRONT ENTRANCE CANOPY SOFFIT	TIMBER	STAIRS / LANDING CEILINGS		PLASTER	ALL FLATS – FRONT DOOR FRAME SEALANTS		SILICONE	
FRONT ENTRANCE CANOPY ROOF COVERING	MINERAL FELT	PIPE INSIDE LANDING ELECTRIC METER CUPBOARDS		CAST IRON	FRONT AND REAR COMMUNAL ENTRANCE DOOR – FRAME SEALANT		SILICONE	
RAINWATER GOODS	PLASTIC	LANDING ELECTRIC METER CEILING PANEL		SUPALUX				
ROOF TO REAR EXTERNAL STORE SHEDS	MINERAL FELT	LANDING HIGH LEVEL TRUNKING		METAL				

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	Term	Explanation
Property Address	Specific Property to which survey relates.	Photo's	These will usually be provided for the front elevation of the property to aid identification.
Surveyed by	Relates to P402 trained surveyor.	Sampled by	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.	Checked by	P402 trained surveyor who checks report prior to issuing.
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.	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.
ACM	Asbestos Containing Material.	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.
HSE Notify	This highlights if a material normally requires notification to the Health & Safety Executive prior to removal. GUIDANCE ONLY.	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.
Bulk Sample	Sample of potential ACM that is representative of the whole.	Refurbt & 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.
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.	Cavity Walls / Floor Voids or similar.	Will be assessed at survey stage & desktop assessment of similar archetypes.
Awaiting Results	If no results have been detailed then you must not work on these items until you receive further confirmation.	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.
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.		