Fire Risk Assessment

Holly Grange

Mallin Street, Smethwick,

B66 1QY

Date Completed: 5th August 2025

Review Period: 12 months

Officer: S. Henley **Fire Risk Assessor**

Checked By: C. Hill **Team Lead Fire Safety & Facilities**

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*".

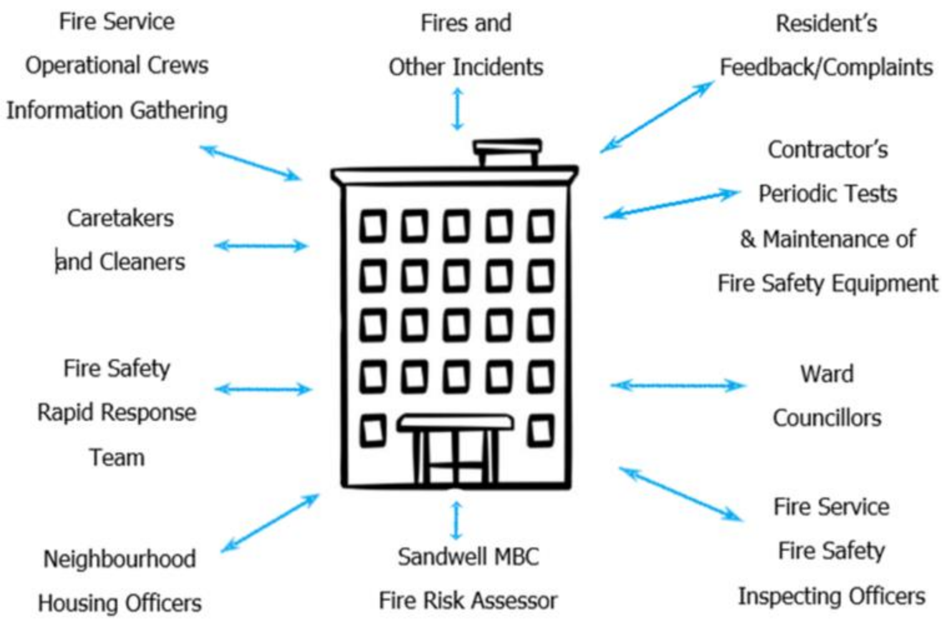
This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on https://www.wmfs.net/our-services/fire-safety/#reportfiresafety.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

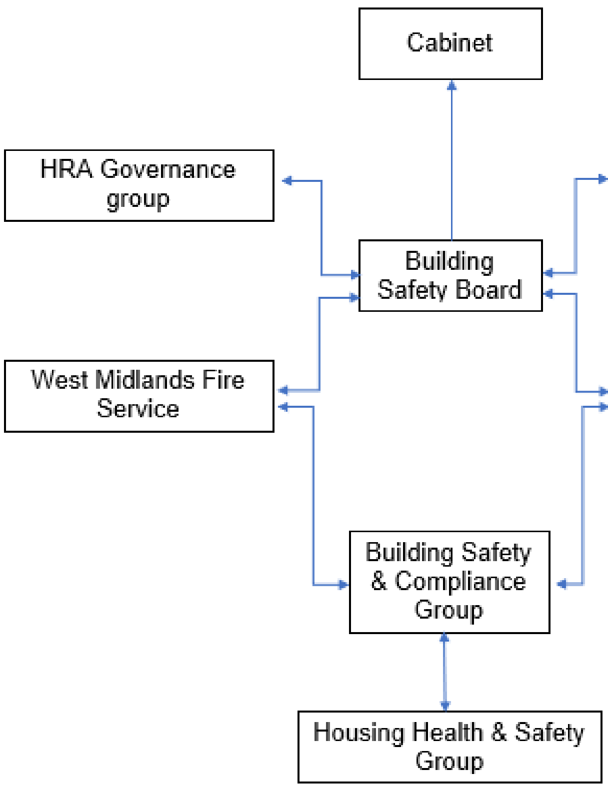
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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 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. Residents are to be encouraged to stay put in their flat unless they are affected by fire or smoke. Persons in the common areas of the premises should evacuate to the assembly point.

Section number	Section Area	Individual Risk Level
Section 6	**External Envelope** The walls are brick cavity, pitched tiled roof with UPVC facia boards. Shed located in the courtyard outside of offices. This is in a poor state and close to the building.	Trivial
Section 7	**Means of Escape from Fire** The building has 4 staircases which provide an adequate means of escape.	Tolerable

	Doors within the communal corridors are held open by electro-magnet holders linked to the fire alarm panel. A number of the electro-magnet devices are defective, but this does not cause any concern with the integrity of the fire doors. Outside flat 24, also at the top of the stairway to flats 22-26 bikes and a pushchair were being stored. This to be discussed with the premise manager, and a future storage area found for such items. Final exit doors are equipped with panic furniture.	
Section 8	**Fire Detection and Alarm Systems** L1 alarm system installed to communal areas. Heat detector within all flats is linked to the fire alarm panel Independent fire detection within flats to LD1 standard. LD1 detection systems also installed within the loft spaces Fire alarm weekly tests are conducted noting most recent test missed.	Trivial
Section 9	**Emergency Lighting** The premise has sufficient emergency/ escape lighting system in accordance with BS 5266 Annual test carried out 03/03/2025.	Tolerable

	Several illuminated fire exit signs were not illuminated. Email sent to the electrical team for investigation (06/08/2025). JM not showing recent Monthly Emergency Lighting checks. Email sent 08/08/25 Escape lighting with directional arrow needs installing on the 2nd floor by flat 16. At the present time the escape lighting is out of site above the doorway, away from view.	
Section 10	**Compartmentation** The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. 30-minute nominal timber fire doors to corridors, stairs & landings. Firestopping required around pipework above ceiling tiles outside flat 24 A number of the electro-magnet devices are defective, but this does not cause any concern with the integrity of the fire doors. Cracked vision panel in two corridor doors, by flat 20 & 16 emailed sent to Responsive repairs 08/08/2025 Smoke seal come away from frame of corridor fire door by flat 20	Tolerable
Section 11	**Fire Fighting Equipment** Portable firefighting equipment is strategically located throughout the building. Last inspected 10/24	Trivial

Section 12	**Fire Signage** Fire Action Notices are displayed throughout the building. Some signage depicting flats 12a – 21 location missing.	Trivial
Section 13	**Employee Training** All staff receive basic fire safety awareness training. The last fire evacuation drill was March 2025. Premise manager to ensure drills are conducted at least annually.	Trivial
Section 14	**Sources of Ignition** The Electrical Installation Condition Report was completed on 22/04/2025. The EICR lists a few C2's and an FI issues that need actioning, Electrical repairs confirmed liaising with contractor. Email sent 06/08/25. Smoking is prohibited within the common parts of the building.	Trivial
Section 15	**Waste Control** Regular checks by staff minimise the risk of waste accumulation. There are two refuse chutes. A number of white goods and refuse situated outside the premise, close to the property. Premise manager has removed.	Trivial

	Large waste bins on the grass verge within 4.5 metres of the building by the car park. Observation recorded.	
Section 16	**Control and Supervision of Contractors and Visitors** Contractors are controlled by management**,** and hot works permits are required where necessary.	Trivial
Section 17	**Arson Prevention** A door entry system prevents unauthorised access. There are no signs of arson within the building or grounds. CCTV is present externally.	Trivial
Section 18	**Storage Arrangements** There are no storage facilities for residents within the communal areas. This to be discussed with premise manager, see section 7 No flammable liquids are stored on site by Caretakers / cleaners	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 potential fire hazards highlighted within the risk assessment, including the cracked glazing to a corridor fire door.

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 due to there being sufficient compartmentation to include nominal FD30s fire doors to flat entrances, communal doors and service cupboards, combined with suitable smoke detection to LD1 standard within flats, an L1 fire alarm system throughout the common areas including a heat detector within flats, the building is staffed and a Stay Put – Unless policy.

Overall, the level of risk at the time of this FRA is tolerable, this will be lowered to trivial once recommended actions have been complete

A suitable risk based action plan has been created and can be seen in section 19. The plan should involve effort and urgency that is proportional to risk.

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 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 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 Housing Officers 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		
Premise Manager Rajinder Malhan		
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

Holly Grange,
Mallin Street,
Smethwick,
B66 1QY

Description of the Property

Holly Grange is a former residential care home that has been re-purposed and is being utilised by the Housing Solutions Service to accommodate homeless clients.

Most of the clients have complex needs and are supported by staff from the Complex Hub Team.

Staff occupy the building 0900 – 1730hrs Monday to Friday and are on call at all other times.

Security staff occupy the building 1800 – 0700hrs Monday to Friday and 24hrs per day throughout weekends & bank holidays.

The low-rise block was constructed in 1986 using traditional masonry cavity construction with a timber pitched and tiled roof. At either end of the building are 2 houses, number 34 and number 35. Number 35 is let independently of the scheme.

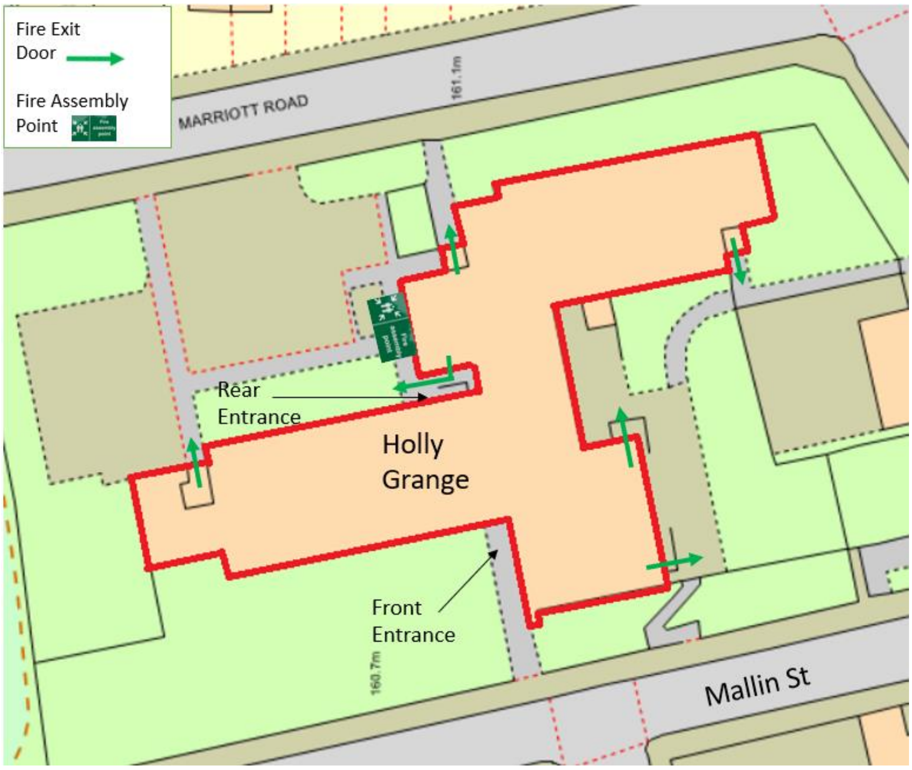
The block consists of 3 storeys (inclusive of the ground floor) served by 4 staircases and 2 lifts. Each of the floors has a different number of dwellings with a total of 33.

The block has a main entrance/exit to the front elevation on Mallin Street and a further entrance/exit located on the rear elevation on Marriott Road where there is a car park and the fire assembly point. Both front and rear entrances have a door entry system with a fob reader installed. Additionally, the front entrance is equipped with a firefighter's door override switch.

Further escape exits can be found leading from the former communal lounge & dining room (now offices) and corridors. It should be noted that as the premise is a sheltered scheme the exits are alarmed.

The kitchen is not assessable to residents and is used only by staff for hot drinks and warming / refrigerating food, gas appliances have been isolated.

There is a working laundry room to the ground floor which is kept locked.



On arrival Information (for WMFS)

Access to the building can be gained via the Fire Control switch at the front entrance utilising a Drop Latch Key (Mallin Rd). Fireman's drop key switch not working at the time of assessment, CCTV team emailed (06/08/2025). Notified 12/08/2025 that this is now repaired.

The fire alarm panel and zone plan are in the reception lobby.

The security office is also in the reception lobby.

There are two lifts within the building both of which have a capacity of 630kg or 8 persons. Each lift is hydraulicly powered. The machinery for each lift is in the cupboards in adjacent corridors.

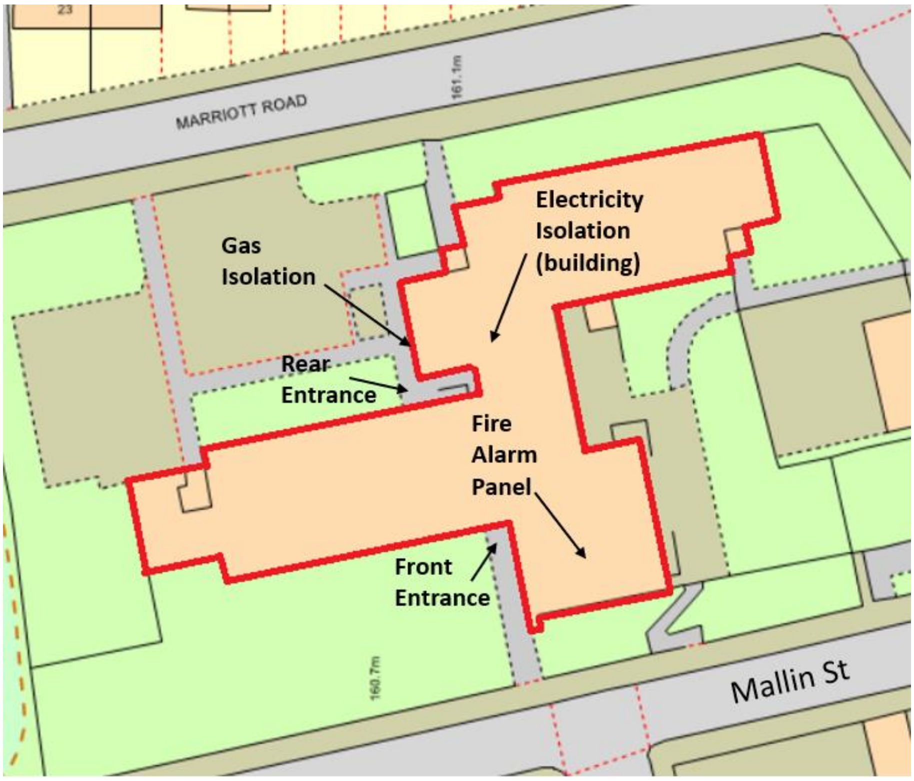
The gas isolation point for the building is accessed externally near the rear entrance & carpark. The louvred door is secured with a suited 54key mortice lock available from staff or security.


The electricity supply can be isolated within each individual flat. The main incoming supply can be isolated from the ground floor service room adjacent the laundry room.



The boiler room is accessed externally from the rear carpark.





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.
Nearest fire station is Smethwick Fire Station, Stony Ln, Smethwick B67 7QW and is 1.1 mile away.

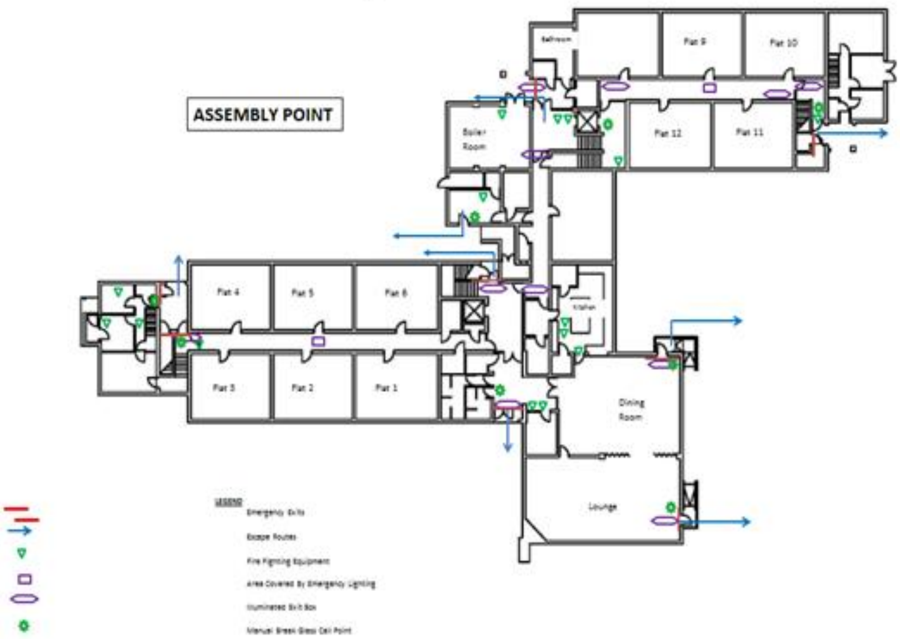
High/Low Rise	Low – Extra Care Sheltered Scheme
Number of Floors	Three
Date of Construction	1986
Construction Type	Traditional masonry cavity
Last Refurbished	N/A
External Cladding	None
Number of Lifts	Two
Number of Staircases	4 Communal
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	Yes
Refuse Chute	Yes – L1
Access to Roof	Access to roof space via loft hatches in some flats, corridors and rooms.
Equipment on roof (e.g. mobile phone station etc)	No

Persons at Risk
Residents / Occupants of 33 flats & 2 Houses,
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)

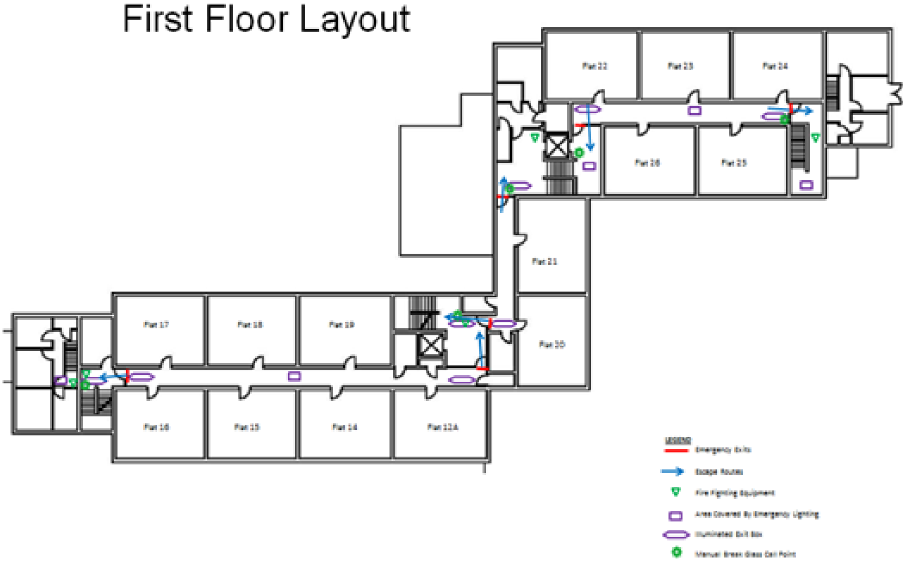
Section 5

Building Plan

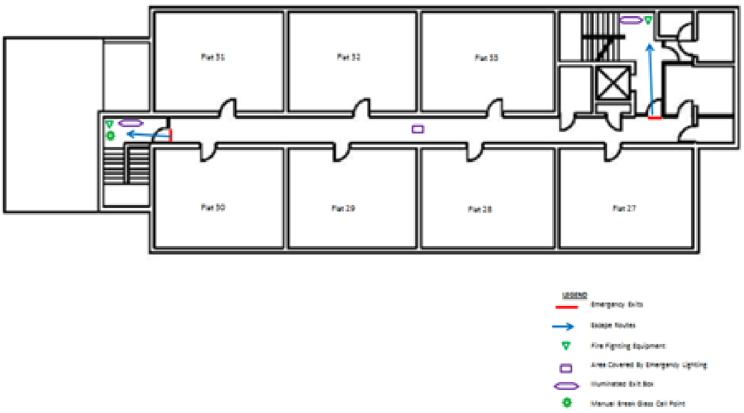
Ground Floor Layout



First Floor Layout



Second Floor Layout



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.

A breakdown of the materials present within the external envelope has been listed below. Based on the information available, it is deemed that these materials, their combination of and application present an acceptable level of fire risk.

1) The building is brick and block cavity so is low risk with UPVC facia and soffit board.





2) There are no balconies or other external attachments that provide a fire risk or risk that requires further investigation.

3) All windows to the building are uPVC double glazed units.



4) The door and combination frame to the main entrance is powder coated aluminium construction.

5) Other external doors around the building are timber.



6) Soffits and Fascia's are UPVC.

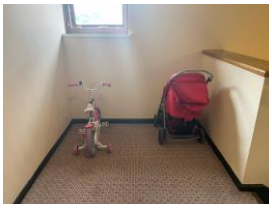
7) Tiles to the pitched roof are concrete interlocking.

Section 7 Means of Escape from Fire

1) The site has four staircases that provide a means of escape. The maximum width from wall to wall is 1200mm & the minimum width between handrails is 929mm.


2) All corridors are well lit and of an adequate width at least 1180mm and will be maintained clear to that width as a minimum.

3) **Bicycles and a pushchair were noted within the communal areas outside flats 22-26 and a recess on a first floor landing. The premise manager should ensure these items don’t compromise the means of escape and seek to identify an alternative suitable storage solution.**


4) No corridors that form part of the means of escape are dead ends.

5) The means of escape are protected to prevent the spread of fire and smoke. This includes above false ceilings on the upper floors.

6) The communal corridors / staircases / landings are protected by use of nominal FD30s timber fire doors with vision panels. Fire door keep shut stickers are on each door.




7) All communal doors are fitted with automatic closing devices. These doors are held open by magnetic devices that are activated by the fire alarm panel. A number of the electro-magnet devices are defective (failing to hold door open), but this does not cause any concern with the integrity of the fire doors.


8) All communal doors are fitted with overhead self-closing devices that are checked on a regular basis by the staff on site.

9) All communal fire doors are subject to a 12 week check by the Fire Safety Rapid Response Team.

10) The final exit door to the main entrance has a door entry system installed and door release pad to exit. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.

11) The remaining final fire exit doors to the building are operated by panic a push bar.


12) The former communal lounge and dining room is utilised as a staff office; meeting room & drop in area. The two rooms are separated with a concertina door.

There are two final exit doors within the combined rooms both opening outwards and are 780mm in width.

There is a third final exit door 780mm in width, within a short distance accessed via notional double FD30s doors and the main entrance reception. This leads to the rear car park.

The travel distances to each of these exits (more than one direction) do not exceed the limitations set in the approved document B Fire Safety volume 2 for a normal risk building with more than one exit.

Prior to taking account of the floorspace factor the maximum combined exit capacity, after discounting the rear exit door, is 100 persons (45 degree rule not applied).

Additionally, there are 5 further exit doors throughout ground floor of the building which have not been considered in this calculation because one is an automated sliding door, and the remainder are at an increased travel distance serving other parts of the building.

Floor space factor

The dimensions of the combined former lounge & dining room are approximately 180m2. For the purpose of calculating the floor space factor the room has been divided in to two.

The former lounge which is utilised as an office is approximately 92m2. Based on table D1 within the Approved Document B (fire safety) volume 2 **the maximum occupancy for this room is 15 persons** (6m per person and their associated workstations).

The former dining which is utilised as a meeting room / drop in reception room is approximately 88m2. Based on table D1 within the Approved Document B (fire safety) volume 2 the maximum occupancy for this room is 88 persons. Taking into consideration the calculated exit capacity above and the floor space factor of the former lounge, **the advised maximum capacity for this room is 85 persons.**







13) The ground floor corridor (flats 8-12) has a final exit door that leads to the street via a footpath and gate. The exit route is through the garden and is shared with number 35 (house).

14) Automatic smoke ventilation is not employed. Communal windows can be opened without the use of a key. It was noted that one of the staircases has manual louvre vents.

15) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by the staff based at Holly Grange. All items of rubbish are immediately removed.

16) Emergency lighting is provided to communal landings and stairs which provides emergency lighting on the escape routes in the event of a power failure. Checks are done monthly by Sandwell MBC in house electrical team or Procured Contractor.

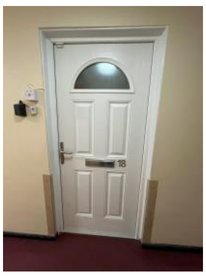
17) Service cupboards are fitted with nominal FD30s timber doors, secured with mortice locks.

18) The surface coatings to the communal areas are Class 0 rated.


Johnstone's FDS Certificate

19) 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*** they are affected by fire or smoke.

20) Individual flat doors are nominal FD30s timber doors with overhead self-closing devices (externally mounted) apart from flat 18 that has been fitted with a composite FD30 rated door (no answer at time of assessment, previous assessment 2024 mentions overhead closer fitted inside property), intumescent lined letterboxes and two Georgian wired glazed panels. There is an alarm system connected to each door which has been disabled since the building has been repurposed.



21) Access is gained to a sample of properties as part of the fire risk assessment to ensure the entrance doors have not been tampered with by residents etc.

Section 8

Fire Detection and Alarm Systems

1) There is an automatic fire detection and alarm system fitted within the premises. The control panel is located within the front reception lobby.

2) A plan detailing the location of each zone has been installed adjacent the fire alarm panel.

3) There are Fire Alarm Call Points strategically located within the building.

4) Fire exits are alarmed and connected to the fire alarm panel.

5) Smoke / heat detector heads linked to the panel are present within the communal corridors, rooms, kitchen, offices, and roof voids.



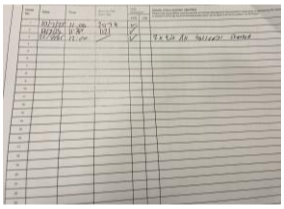

6) Fire alarm sounders are strategically located throughout the building.

7) Each flat is fitted with an L1 system also has a hardwired heat detector within the hall that is linked to the fire alarm system / panel.

For information
LD1 all rooms except wet rooms
LD2 all-risk rooms e.g. Living Room, Kitchens and Hallway.
LD3 Hallway only

8) All installed equipment is checked and tested on a six-monthly basis by Sandwell MBC in house electrical team or Procured Contractor, in accordance with current standards.

9) Weekly fire alarm testing are conducted by site staff. It was noted that some tests have not been missed, email sent to the premises manager 08/08/2025.



Section 9

Emergency Lighting

1) The premises have a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located. A number of the illuminated directional fire exit signs were not working, email sent 06/08/25 to the electrical compliance manager to rectify.


2) The self-contained units are provided throughout the building not including individual flats.

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.

4) Escape light with directional arrow above the landing door (2nd floor by flat 16) is not directly viewable from the corridor. The direction escape light should be repositioned as below.

View of corridor where directional sign needs installing

View of corridor where directional sign is in view

Section 10 Compartmentation

This section should be read in conjunction with Section 4

1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts. All doors are minimum 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls.

2) 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 has not been compromised by third parties and where applicable enhance the fire stopping.

3) Compartmentation walls extend to the roof line as confirmed by sampling roof voids above flats and corridors.



4) **Fire stopping required (x 2) above the corridor door in ceiling void by flat 24. Torch light could be seen pass through the penetrations.**



5) The corridors / staircases / landings are protected by use of nominal 44mm FD30s timber fire doors with vision panels.

6) All communal doors are fitted with automatic closing devices. These doors are held open by magnetic devices that are activated by the fire alarm panel. Automatic fire door stickers are displayed on each door. A number of the electro-magnet devices are defective, but this does not cause any concern with the integrity of the fire doors. This has been reported to the electrical compliance manager.

7) All communal fire doors are subject to a 12-week check by the Fire Safety Rapid Response Team.

8) Lower vision panel is cracked in communal corridor door by flat 20 and by flat 16. Repair has been organised job number 17554239.

9) **Smoke seal come away from frame of corridor fire door by flat 20.**

10) All service cupboards to communal landings are lockable nominal FD30s fire doors that are kept locked.

11) The door to the laundry room is not a fire rated door however, sufficient compartmentation is achieved by a second door which is a nominal FD30s to the corridor thus creating a small lobby between the laundry room and the corridor. Fire detection is in place.

12) The chute room doors are nominal FD30s

13) The cupboard door within the 2nd floor landing was previously noted as a nominal 54mm / 60 minute fire door with 25mm stop (FRA 2024). The door was not accessible during this survey.

14) The fire stopping / compartmentation is subject to a 12 week check by the Fire Safety Rapid Response Team.

15) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.

16) Individual flat doors are nominal FD30s timber fire doors. Flat 18 is an FD30s composite door.

Section 11 Fire Fighting Equipment

1) Portable firefighting equipment is strategically located throughout the building.

Description	Install Date	Discharge Date	Location
1 x 2KG C02 Extinguisher	2017	2027	Plant Room
1 x 2KG C02 Extinguisher	2011	2021	Rear Lift Motor Room
1 x 2KG C02 Extinguisher	2015	2025	Front Lift Motor Room
1 x 6Ltr Wet Chemical Extinguisher	2016	2021	Kitchen
1 x Fire Blanket	2015	2022	Kitchen
1 x 2KG C02 Extinguisher	2016	2026	Kitchen
1 x 6Ltr Foam Extinguisher	2017	2022	Dining
1 x 6Ltr Water Extinguisher	2020	2025	TV Lounge
1 x 2KG C02 Extinguisher	2020	2030	TV Lounge
1 x 6Ltr Foam Extinguisher	2017	2022	Entrance
1 x 2KG C02 Extinguisher	2012	2022	Entrance
1 x 2KG C02 Extinguisher	2012	2022	Laundry
1 x 2KG C02 Extinguisher	2017	2027	Outside Lift Motor Room Rear
1 x 6Ltr Water Extinguisher	2020	2025	Outside Lift Motor Room Rear
1 x 6Ltr Water Extinguisher	2020	2025	Outside Flat 10
1 x 6Ltr Water Extinguisher	2020	2025	Outside Flat 24
1 x 6Ltr Water Extinguisher	2020	2025	Outside Lift
1 x 2KG C02 Extinguisher	2009	2029	Outside Lift
1 x 6Ltr Water Extinguisher	2020	2025	Stairs by Flat 16
1 x 6Ltr Water Extinguisher	2020	2025	Stairs by Flat 30
1 x 6Ltr Water Extinguisher	2020	2025	Outside Refuse
1 x 6Ltr Water Extinguisher	2020	2025	Outisde Lift by Flat 20
1 x 6Ltr Foam Extinguisher	2017	2022	Stiars by Flat 8
1 x 6Ltr Foam Extinguisher	2017	2022	Outside Flat 3
1 x 6Ltr Foam Extinguisher	2009	2029	Room 7
1 x 2KG C02 Extinguisher	2009	2024	Room 7
1 x 2KG C02 Extinguisher	2014	2024	Flat 34
1 x 2KG C02 Extinguisher	2014	2024	Flat 34
1 x Fire Blanket	2015	2022	Flat 34
1 x 2KG C02 Extinguisher	2011	2021	Electrics

2) All extinguishers checked, signed and dated.




3) The Monthly Fire Safety Monitoring Sheet. The sheet is a record of visual inspections of the Fire Extinguishers, Fire Blankets & Fire Doors.


Monthly Fire Safety Monitoring Sheet

Section 12 Fire Signage

1) All fire doors display appropriate signage.

2) Fire Action Notices are displayed within communal areas and within resident's flats.

3) A fire assembly point sign is displayed in the rear carpark.

4) Signage depicting the floor location of each flat is fitted to the ground floor lobby wall and throughout the building.

   It was noted that signage depicting the location of flats 12a – 21 was missing from the 1st floor lift lobby landing nearest to flat 21. The premise manager has been advised to reinstate the missing signage.


5) Fire escape routes are clearly defined by the use of directional fire signage in accordance with BS5499.

6) A number of the illuminated directional fire exit signs were not illuminated, email sent 06/08/25 to electrical repairs to inspect .


Section 13 Employee & Resident Training/Provision of Information

1) All Caretaking / Cleaning Employees and Holly Grange staff have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.

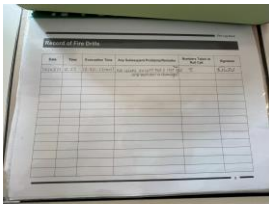
2) Caretaking Teams are not currently trained in the effective use of fire extinguishers.

3) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.

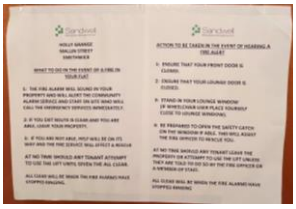
4) Fire safety information has been provided as part of tenancy pack.

5) The Fire Safety (England) Regulations 2022 places a legal duty on responsible persons to provide information to residents within flatted accommodation on the importance of maintaining Fire Doors. The information below has been provided for distribution to all residents as soon as reasonably practical after they move in and at periods of no greater than 12 months thereafter.

6) The last recorded Fire Evacuation Drill was 06/03/25.



7) Information regarding the fire evacuation strategy is provided to residents to the internal flat entrance door leaf and at strategic locations around the building.



Section 14 Sources of Ignition

1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. Signs displayed around the building.

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 and is subject to annual PAT Testing. This information is held by the Estate Services Manager.

4) Evidence of PAT testing to other small appliances was noted.

5) The fixed electrical installation shall be tested every 5 years. It was noted that the EICR – Electrical Installation Condition Report was carried out on 23/04/25. The EICR carried out has said the overall assessment of the installation is: Unsatisfactory. The EICR lists a few C2's and an FI issues that require actioning, email sent 06/08/25 to electrical repairs who confirmed they are liaising with the approved contractor to rectify.

6) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a 54mm 60 minute notional fire door with a 25mm stop to the ground floor cupboard. The electrical service cupboard door to the 1st floor is an upgraded FD30s. Both doors are secured with a mortice lock.

7) Portable heaters are not allowed in any common parts of the premises.

8) Gas appliances and pipework (where installed) are subject to annual testing and certification; this was carried out on the 14/05/25. This cyclical contract is managed by the in-house Gas Team.

9) Gas appliances within the commercial kitchen are not used and have been isolated.

10) Waste from service works within the boiler room requires moving. Update: Gas service team have removed.

Section 15 Waste Control

1) There is a regular Cleaning Service to the premises.

2) There are two internal refuse chutes serving bin stores.



3) A number of white goods and refuse situated outside the premise, close to the property. Premise manager has now removed all items 29/8/25.

4) Large waste bins on the grass verge were within 4.5 metres of the building. The premise manager has been advised to store the bins at a safe horizontal distance of 6 metres.

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) Contactors and visitors are required to sign in on arrival.
3) Security persons are provided with a handbook detailing emergency procedures.
4) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
5) Utility companies are not allowed to access any service cupboard or secure area. They have to report to the scheme manager. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc..
6) 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 staff & 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 main and rear entrances.


3) Monitored CCTV installed at the premises

4) There is no current evidence of arson.

5) The perimeter of the premises is well illuminated.



6) There has have been no reported fire incident since the date of the last FRA review 14/08/25.

Section 18 Storage Arrangements

1) Residents instructed not to bring L.P.G cylinders into block.
2) No Flammable liquids stored on site by Caretakers / cleaners.
3) All store cupboards are kept locked.
4) There are no flammable liquids or gas cylinders stored on site.
5) Shed located in the courtyard outside of offices. This is in a poor state of disrepair and close to the building. There are no ignition sources within however, the premise manager should consider removal.


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

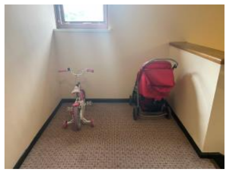
P2 Arrange and complete within 1-3 Months of assessment date

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:	Holly Grange
Date of Action Plan:	06/08/2025
Review Date:	<Insert date>

Question/ Ref No	Required Action	Supporting Photograph	Priority	Timescale and Person Responsible	Date Completed
7/3	**Premise manager to seek safe alternative solution for bicycles and pushchairs stored within corridors / means of escape**	 	P3	Within 3-6 months Premise Manager	

Commented [CH1]: List actions in numerical order

9/4	**Reposition directional escape light to face down the corridor. (2nd floor by flat 16)**		P2	Within 1-3 Months Electrical	
10/4	**Fire stop (x 2) where cables penetrate wall in ceiling void above landing door by flat 24**	 	P2	Within 1-3 months Fire Rapid Response	
10/9	**Replace smoke seal that has come away from frame of corridor fire door by flat 20**		P2	Within 1-3 months Fire Rapid Response	

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	
Fireman's drop key switch not working at the main entrance to Holly Grange, CCTV team emailed to conduct repairs. (06/08/2025)	
Consider removing the shed in the rear courtyard which is against the building and in a poor state of disrepair.	
Consider erecting a new dedicated external bin store to keep bins at a safe horizontal distance of 6 metres.	

Signed

	Fire Risk Assessor	Date: 11/08/2025
	Quality Assurance Check	Date: 29/08/2025

Appendix 1

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

Name of property: Holly Grange

Updated: 11/08/2025

Premise Manager: Rajinder Malhan Tel. No.: 0121 569 2975

Hazard	Information/Comments
Asbestos	An asbestos survey has been undertaken of the communal areas. Survey held by Sandwell Housing (Tel:- 0121 569 5077). *Include survey*

Asbestos Survey	Property Address	1-33 Holly Grange, Mallin Street, Smethwick, B66 1QY		✓ Office use

Surveyed by	Donna Williams	Date	26/09/2022	Checked by	Derek still	Desktop Check	✓	Site Check	
				Date	03/10/2022				

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 Areas	✓	Refurb Surveys Interrogated ?	

Property Description

LOW RISE FLATS

Year Built	1985

Notes / including details of similar property surveys completed.
The following communal areas have been included in this survey:
Electric Lighting Cupboard Ground, First and Second Floors
All Communal Bathrooms and Toilets
All Refuse Chute Rooms
Laundry Room
Front Entrance Hall
Communal Landings / Stairways

Building Surveyors
0121 569 5077

Sandwell Metropolitan Borough Council

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

Sample Locations	Property Address	1-33 Holly Grange, Mallin Street, Smethwick, B66 1QY						
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								
ROOF VERGE UNDERCLOAKING	CEMENT	-	UNSEALED	PRESUMED	CHRYSOTILE	NO	NO	
FLAT 6 FRONT DOOR FRAME SEALANT	MASTIC	-	SEALED	JD 1510 / 001	NONE DETECTED	-	-	-
FLAT 9 FRONT DOOR FRAME SEALANT	MASTIC	-	SEALED	JD 1511 / 001	NONE DETECTED	-	-	-
FLAT 26 FRONT DOOR FRAME SEALANT	MASTIC	-	SEALED	JD 1512 / 001	NONE DETECTED	-	-	-
FLAT 30 FRONT DOOR FRAME SEALANT	MASTIC	-	SEALED	JD 1513 / 001	NONE DETECTED	-	-	-
FLAT 18 FRONT DOOR FRAME SEALANT	MASTIC	-	SEALED	JD 1509 / 001	NONE DETECTED	-	-	-
WALLS AND CEILINGS THROUGHOUT BUILDING (including but not exclusive to lounge/dining room/kitchen/laundry walls and ceilings)	TEXTURED COATING	-	PAINT SEALED	DS1473	NONE DETECTED	-	-	-
COMMUNAL FIRE DOORS IN RECEPTION DOOR FRAME SEALANT	MASTIC	-	SEALED	DMW404-001	NONE DETECTED	-	-	-
EXTERNAL GAS METER ROOM DOOR FRAME SEALANT	MASTIC	-	SEALED	DMW404-002	NONE DETECTED	-	-	-
LAUNDRY ROOM EXTERNAL DOOR FRAME SEALANT	MASTIC	-	SEALED	DMW404-003	NONE DETECTED	-	-	-

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
RECEPTION AREA CEILING PANEL	FIBRE BOARD – NONE ASBESTOS	VERTICAL DUCT PANEL BEHIND RECEPTION GENTS W/C	SUPALUX	LAUNDRETTE FAN MOUNTING BOARD	TIMBER
COMMUNAL LOUNGE / DINING ROOM LOW LEVEL HORIZONTAL PIPE BOXING	PENDOC	G/F ELECTRICAL LIGHTING CUPBOARD RHS WALL PANEL	SUPALUX	ELECTRIC METER CUPBOARD CEILING	SUPALUX
COMMUNAL LOUNGE VERTICAL PIPE BOXING	PLWOOD	F/F ELECTRICAL LIGHTING CUPBOARD RHS WALL PANEL	SUPALUX	ELECTRIC METER MOUNTING BOARDS	TIMBER
ALL COMMUNAL W/C CISTERNS	CERAMIC	S/F ELECTRICAL LIGHTING CUPBOARD WALL PANELS	SUPALUX	G/F W/C PIPE BOXING ADJ LIFT MOTOR ROOM 2	SUPALUX
RECEPTION LADIES W/C HI-LEVEL PIPE BOXING	PENDOC	SMALL ROOM (SMALL DOOR) AT TOP OF 2ND FLOOR STAIRS BOXING	SUPALUX	G/F BATHROOM BOXING AT FOOT OF BATH ADJ LIFT MOTOR ROOM 2	SUPALUX

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 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.