

Fire Risk Assessment

James Clift House



**Martley Road,
Oldbury,
B69 1EH**

Date Completed: 6th August 2025

Officer: M Zafeer Fire Risk Assessor

Checked By: J Blewitt Team Lead Building Safety

Current Risk Rating = Tolerable

Subsequent reviews

| <u>Review date</u> | <u>Officer</u> | <u>Comments</u> |
|---------------------------|-----------------------|------------------------|
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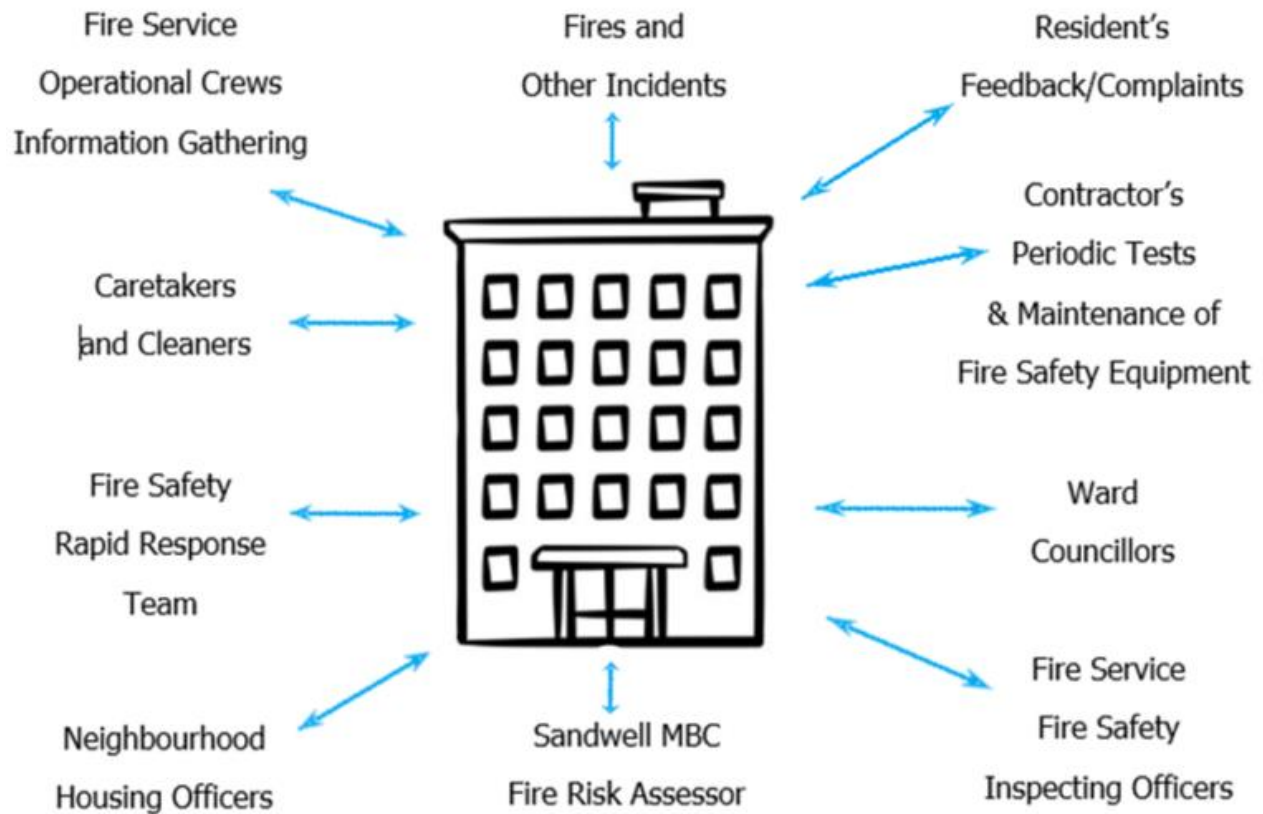
Introduction

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.

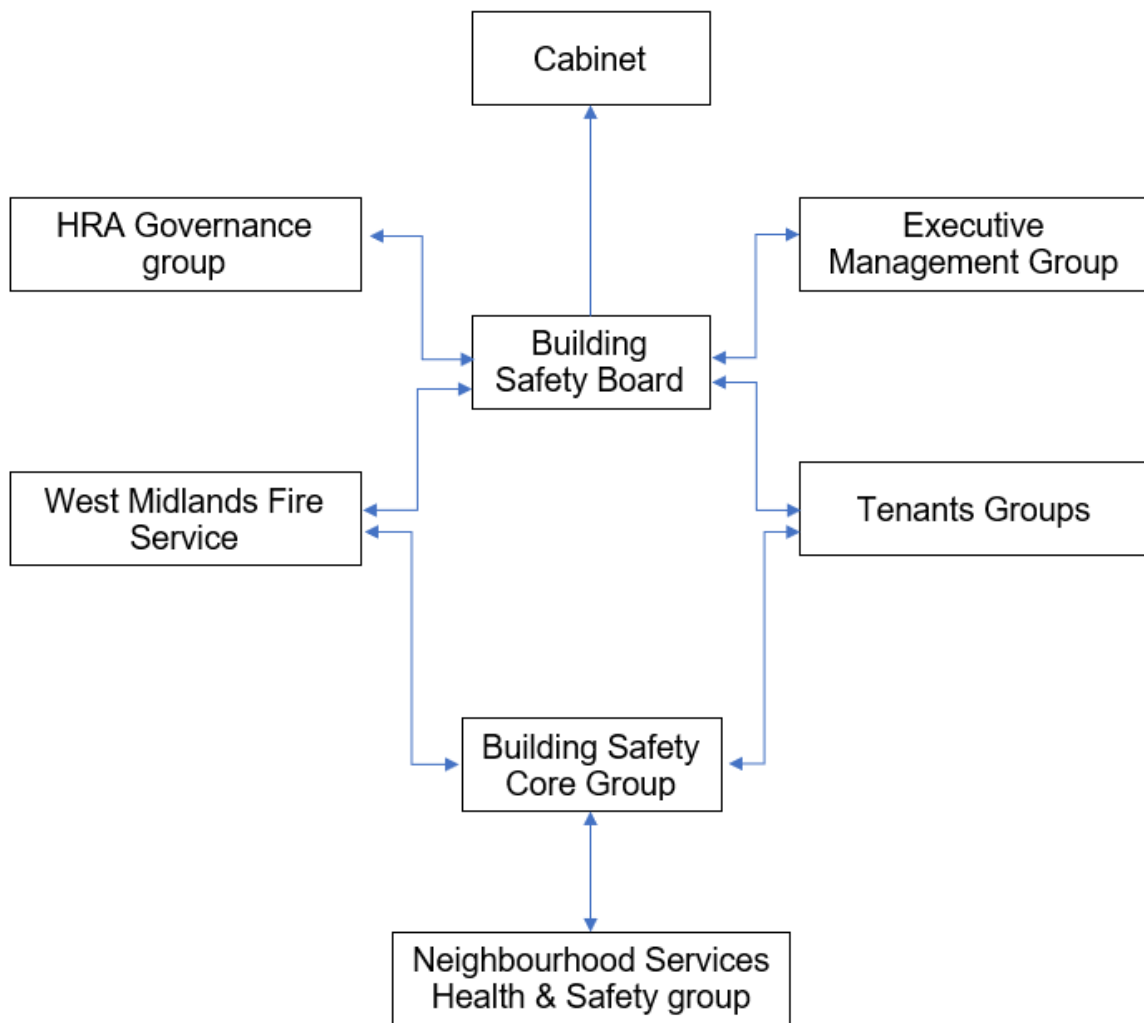
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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 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 constructed of traditional brick with UPVC windows units to the flats and aluminium window frames to the communal stairways. Pathways lead up to the front and rear of the premises from the road. Timber door entrances to the front and rear. There is a private balcony attached to each flat. | Tolerable |

| | | |
|----------------------------|---|-----------|
| | <ul style="list-style-type: none"> Flats 3, 5 and 8 have wicker screening attached to railings. | |
| Section 7 | <p>Means of Escape from Fire</p> <p>Emergency lights installed throughout corridors on each floor and near front and rear final exits</p> <p>Metal Trunking installed across ceiling routing from residents' meter cupboard and supplying flats within the block.</p> <p>Front & Rear exit door frames are of a timber construction.</p> | Trivial |
| Section 8 | <p>Fire Detection and Alarm Systems</p> <p>No detection in communal areas.</p> <p>Individual flats are fitted with hardwired smoke detection to an LD3 standard minimum.</p> <p>Flat 1 checked for detection, hallway, lounge LD2</p> | Trivial |
| Section 9 | <p>Emergency Lighting</p> <p>Emergency lighting is on all floors</p> | Trivial |
| Section 10 | <p>Compartmentation</p> <p>Individual flat doors are FD30s rated fire doors.</p> <ul style="list-style-type: none"> Flat 2, door damaged in areas. Flat 6 has a temporary solid timber door. | Tolerable |

| | | |
|----------------------------|---|---------|
| | <ul style="list-style-type: none"> • 2nd floor electrical cupboard requires fire stopping in cable penetration within left side of cupboard. • Damaged around door lock, smoke seal snagged and difficult to lock. • 1st floor electrical cupboard door lock damaged, slight damage on the lock area of the door. • Flat 9 has removed door closure, will not allow pics to be taken. • Flat 1 has removed door closure. | |
| Section 11 | Fire Fighting Equipment The premises have no provision for firefighting equipment. | Trivial |
| Section 12 | Fire Signage There is sufficient Fire door keep shut signs & No Smoking signs in place. | Trivial |
| Section 13 | Employee Training All staff receive basic fire safety awareness training. | Trivial |
| Section 14 | Sources of Ignition EICR carried out 03/09/2024 | Trivial |
| Section 15 | Waste Control Caretakers undertake regular checks and bins are stored away from the building. Refuse bins are to the rear against brick wall, away from residential block | Trivial |

| | | |
|----------------------------|---|---------|
| Section 16 | Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary. | Trivial |
| Section 17 | Arson Prevention There is external lighting, and a door entry system prevents unauthorised access. | Trivial |
| Section 18 | Storage Arrangements Residents have their own internal store cupboards next to their flat entrances which are kept secure with their own locks. There are also external storage set within a compound away from the main block, these are secured by residents with their own locks. | 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 carrying out a Type 1 fire risk assessment on James Clift House, in my conclusion, the likelihood of a fire is of a medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment.

These hazards include

- Flats 3, 5 and 8 have wicker screening attached to railings.
- Flats 1,9 have removed door closures which need to be reinstalled.
- Ground and 1st floor electrical cupboards doors have damage around the locking area of the doors, slight snagging of smoke seals which will not restrict any smoke travel out from within the cupboard, alongside some fire stopping that is required for a cable penetration within 2nd floor cupboard.

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

minimum standard of LD3 installed in all flats, two final exit doors and a stay put unless fire strategy is in place.

On completion of the recorded actions the overall risk rating for the building will be reduced to trivial, subject to the recommended actions in this fire risk assessment.

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

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. 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 Henely 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

James Clift House
Martley Road
Oldbury
B69 1EH

Description of the Property

The low-rise block was constructed in 1962 using a traditional brick cavity build and concrete



The building consists of 3 floors with each floor containing 3 flats

Flats 1,2,3 are on the ground floor

Flats 4,5,6 are on the 1st floor

Flats 7,8,9 are on the 2nd floor

Each flats have their own private balcony which are vertically aligned. Internally there is one central concrete staircase that allows access to the 1st and 2nd floor.

Entrance to the building is accessed through the main entrance, which is slightly set back from the rest of the building, the front entrance is of timber frame with Spandrel panelling within the inserts to the frame either side of the front door. The rear door is of timber construction with Spandrel panelling in the inserts on either side of the entrance.

Both front and rear door entrances are accessed through a fob reader, the front entrance is equipped with a firefighters override switch.



Front entrance and fob



Rear entrance and fob



Firefighters Override Switch

Externally the building has a timber fenced perimeter with a courtyard to the rear that accommodates the refuse bins and residents' storage.



Residents' storage and refuse bins storage

Nearest Fire station is Oldbury fire station, which is 1.1 miles

The communal, any workplace areas and the external envelope of the building are subject to the Regulatory Reform (Fire Safety) Order 2005 as confirmed by the Fire Safety Act 2021.

The enforcing authority is West Midlands Fire Service.

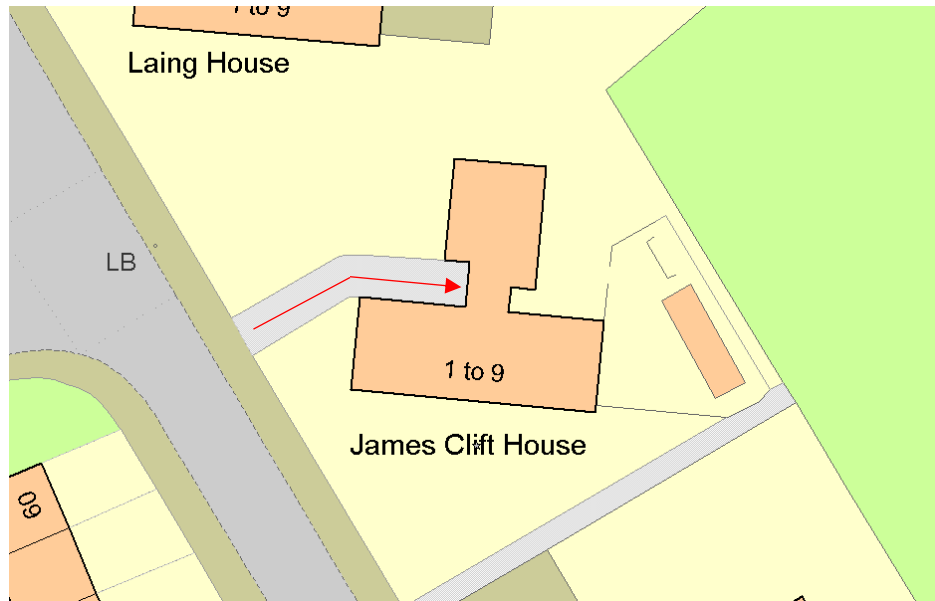
| | |
|---|------------------------|
| High/Low Rise | Low-Rise |
| Number of Floors | 3 |
| Date of Construction | 1962 |
| Construction Type | Traditional brick |
| Last Refurbished | Unknown |
| External Cladding | None |
| Number of Lifts | None |
| Number of Staircases | 1 |
| Automatic Smoke Ventilation to communal area | None |
| Fire Alarm System | No |
| Refuse Chute | No |
| Access to Roof | No, No Internal Access |
| Equipment on roof (e.g. mobile phone station etc) | No |

Persons at Risk

Residents / Occupants of 9 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.

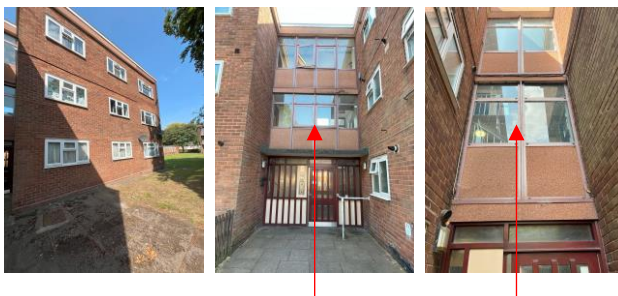
The materials used within the external construction at James Clift House present an acceptable level of risk to fire.

- 1) The external construction of the building is predominantly brick with UPVC and felt fascia to the roof line



UPVC and felt roofing

- 2) UPVC double glazed units have been installed to each flat. Aluminium framed units to the communal stairwell.



UPVC Units

Front and rear Aluminium Framing

- 3) On the front and rear elevation of the building, there are Spandrel panels installed under the aluminium window units that are installed on the central staircase.



Front and Rear Spandrel panelling under the window units.

- 4) there are also Spandrel panelling on the inserts to the front and rear entrance doorways.



Front and rear Spandrel panelling within the inserts.

- 5) There are individual balconies to each flat on the block, there are 3 on frontal elevation to the building and a further 6 to the side elevation of the building, all balconies have metal railings as a means of a safety barrier.



Front Elevation

Front & Side Elevation

Rear Elevation

6) Flat 3 has wicker type screening attached to the balcony railings.



7) Flat 5 has wicker screening attached to the balcony railings. This is right under flat 8 which also has wicker screening attached to the balcony railings.



Flat 5

8) Flat 8 has wicker screening attached to the balcony railings



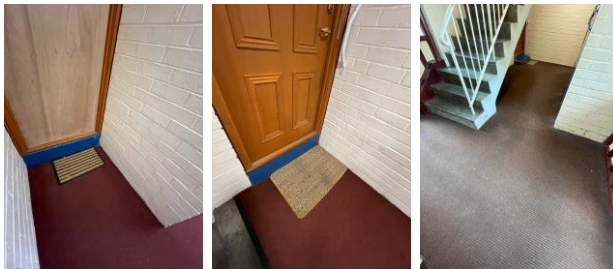
Flat 8

9) There is no access internally to the roof of the building

Section 7

Means of Escape from Fire

- 1) All flats are equipped with minimum LD3 detection to aid means of escape
- 2) All communal hallway floors are carpeted, the flat entrances have raised step to the door, some have door mats placed over the step, the fire rating is not known for the door mats.



All floors have S.M.B.C. fitted carpet. Due to the fact SMBC specified and managed the installation of the carpets, they are in accordance with BS EN 13501-1

BS 4790 Fire Test Method to textile Floor Coverings

Carpets BS 5287, 1988 specification for assessment and labelling of textile floor covering

- 3) All corridors are of adequate width and are kept clear to promote maintain safe exit in an event of fire.



2nd floor

1st floor

Ground floor

- 4) 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.



- 5) The premises consists of a single staircase that provides means of escape, this is located as you enter the building, this has been measured and 845mm in width from wall to balustrades and 727mm from balustrade to the second rail on the ground floor stairs. They are kept clear to maintain safe means of escape.



Ground to 1st 1st to 2nd Ground floor rail comes out 110mm from the wall

- 6) On the 1st and 2nd floor communal landings, there are a set of aluminium windows with Georgian wired glass, these windows can be opened without the use of a key in the case of escape from the 1st floor, which is to a canopy over the front entrance. This is acceptable as the measurement up to the floor of the 1st floor is within the 4.5m threshold of escape windows. These also allow sufficient airflow. There is no automatic smoke ventilation system installed in this premises.



- 11) Emergency lighting is installed throughout the building, there is a set of lights to each floor, at either end which provide suitable emergency lighting in the event of an emergency.



Ground

First

Second

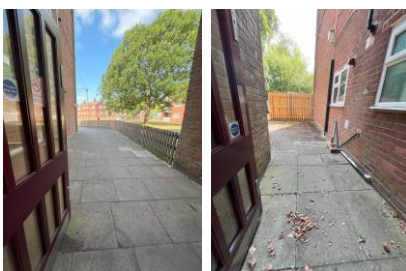
- 12) The final exit doors have door entry systems installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building. These doors are checked on regular bases by the Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).



Front door entry/exit

Rear door entry/exit

- 13) There is a clear and safe exit out of the building via the two-ground floor exits.



Front final & Rear final exit

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 1 accessed for detection. Hallway, lounge and kitchen has heat detector. LD2 system




- 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) Emergency lighting has been serviced by City Fire Electrical Services on 07/08/2025.

| | | | |
|---|--|---|--|
|  | | CF009 - SMBC - Emergency Lighting Test Certificate - Self-Contained Fittings | |
| Job Details | | | |
| Job ID 175735 | Client Name Dodd Group (Midlands) Limited | Site Name JAMES CLIFT HOUSE 1-9 (O&E) | |
| Job Order Number SMBC_16597344 | Details Of Client Dodd Group Ltd Stafford Park 13 | Site Address | |
| Client ID 25 | Client Postcode TF3 3AZ | Site Post Code | |
| Site ID 8,665 | | | |
| System Details | | | |
| Manufacturer Kosnic | Number of Fittings Onsite 6 | | |
| Inspections and Tests | | | |
| Type of inspection MONTHLY | Any luminaires having a repair has been internally cleaned NO | Are all luminaires labelled YES | |
| All luminaires and/or signs are functioning correctly PASS | A visual check of the fixed wiring installation has been carried out YES | Log book completed YES | |
| Each luminaire has been checked to ensure that the normal supply has been restored YES | Has any alteration to the building structure or layout affected the effectiveness of the emergency lighting system NO | Comments All passed | |
| All luminaires have been externally visually examined YES | | | |
| Sign Off Area | | | |
| NAME OF ENGINEER James anderton | New Signature  | New Date 08/07/2025 | |
| Photos | | | |
| Photo Attachments | Photo Attachments | Photo Attachments | |
| Photo Attachments | Photo Attachments | Photo Attachments | |
| E4311CE3-C18A-470F-8BC2-872D48D8DC9 | | | |

- 3) Emergency lights are also checked and tested monthly by Sandwell MBC in house electrical team



- 4) There are self-contained units installed on each floor consisting of 2 units per floor.



Ground floor



1ST floor



2nd floor

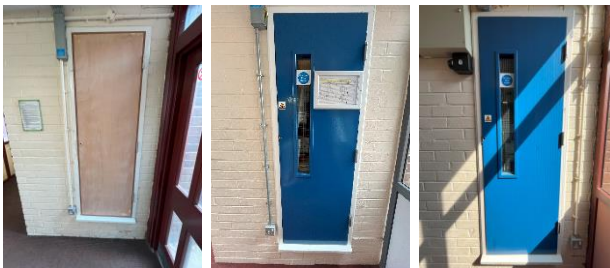


Section 10

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.
- 2) Due to the premises having an open plan stairwell, provisions are in place to limit any potential risks in the communal area. The limit of combustibles and ignition sources are of a low level, alongside the use of FD30s fire rated fire doors to individual flat entrances, any service cupboards and with sufficient fire stopping, provides acceptable compartmentation between the communal area, flats and service cupboards. There is a cyclical programme to ensure fire stopping as not been compromised by third parties e.g. contractors and where applicable enhance the fire stopping.
- 3) All service cupboards on each floor containing residents' meters are lockable with a budget key. Ground floor electrical cupboard door has been fitted with a new solid timber FS30s door.



Ground, 1st and 2nd floor electrical cupboards

- 4) **1st floor electrical cupboard has damage around the locking area, slight snagging of the smoke seal was evident**



- 5) 2nd floor electrical cupboard, there is damage around the budget lock area, smoke seal slightly snagged and difficult to lock.**



- 6) 2nd floor electric cupboard requires fire stopping in cable penetration on the left-hand side within cupboard.**



- 7) A variety of methods and materials have been used to achieve fire-stopping including Rockwool and intumescent pillows were needed.**

- 8) All individual flats are installed with FD30s rated composite doors. flat 6, 8 have solid timber fire door installed. Could not access to inspect the doors internally.**



Ground floor flats 1,2,3



1st floor flats 4,5,6



2nd floor flats 7,8,9

- 9) Flat 1 has removed door closure due to difficulty in accessing doorway with wheelchair.**



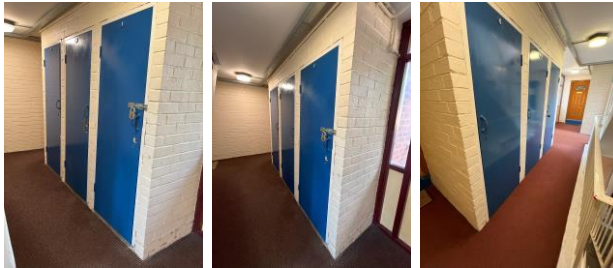
- 10) Flat 2 front door is damaged, there is a piece of plyboard fixed to the door allowing an additional door handle to be installed, there is damage around letter box and on the mid part of the door there is surface damage to the face, by look of it most likely from impact, could not access the flat to check the door entirely.**



- 11) Flat 9, tenant has removed door closure, would not allow access for pictures to be taken of the door internally regarding door closure removal.**



- 12) All residents' storage cupboards on each floor are secured notional fire doors and with residents own key.



Residents storage cupboards on all floors.

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 display "Fire Door Keep Shut/Locked" sign.



Electrical cupboards and final exit doors

- 2) Fire Action Notices are not displayed throughout the building. The signs are not necessarily due to the building not having a complex layout.
- 3) Yellow LPG warning signs are not displayed within the block. [refer to section 18](#)
- 4) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.



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) Other portable electrical equipment as used by residents in communal areas is also subject to periodic PAT testing.
 - 5) The fixed electrical installation shall be tested every 5 years. EICR has been carried on the 03/09/2024
-

Fire Risk Assessment

| NICEIC APPROVED CONTRACTOR | | C & S ELECTRICAL | | This report is not valid if the serial number has been defaced or altered | | 676325 EICR18.2C | |
|--|--|------------------|--|---|--|--|--|
| ELECTRICAL INSTALLATION CONDITION REPORT Issued in accordance with BS 7671:2018+A2:2022 - Requirements for Electrical Installations | | | | | | | |
| PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION | | | | | | | |
| DETAILS OF THE CONTRACTOR Registration No: 04076 Branch No: 000 Trading Title: C & S Electrical Installations Ltd Address: Unit 2, Bridge Street, Wednesbury Postcode: WS900AW Tel No: 0121 502 2017 | | | | DETAILS OF THE CLIENT Contractor Reference Number (CRN): N/A Name: Sandwell Mbc Address: Direct 2 Industrial Park, Roway Lane, Oldbury Postcode: B69 9ES Tel No: N/A | | DETAILS OF THE INSTALLATION Occupier: Communal UPRN: N/A Address: 1-9 James Clift House, Martley Road, Oldbury, West Midlands Postcode: B69 1EH Tel No: N/A | |
| PART 2: PURPOSE OF THE REPORT Purpose for which this report is required: Requested by the housing association to verify the standard of the electrical installation and is safe for continued use Date(s) when inspection and testing was carried out: 03/09/2024 Records available (BS11): (No) Previous inspection report available (BS11): (No) Previous report date: () | | | | | | | |
| PART 3: SUMMARY OF THE CONDITION OF THE INSTALLATION General condition of the installation (in terms of electrical safety): This installation is safe for continued use noting observations in part 5. Description of premises: Dwelling: <input checked="" type="checkbox"/> Commercial: <input type="checkbox"/> Industrial: <input type="checkbox"/> Other (include brief description): N/A Estimated age of electrical installation: (30) years Evidence of additions or alterations: (Yes) # Yes, estimated age 10 years Overall assessment of the installation is: Satisfactory <i>*No unsatisfactory assessment indicates that dangerous (Code C2) and/or potentially dangerous (Code C3) conditions have been identified (listed in PART 5 of this report) and it is recommended that these are acted upon as a matter of urgency.</i> | | | | | | | |
| PART 4: DECLARATION INSPECTION AND TESTING I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), particulars of which are described in PART 5, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (PART 5) and the attached Schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 6 of this report. Name (capitalise) on behalf of the contractor identified in PART 1: DANIEL LAYTON Signature: Date: 03/09/2024 I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 5 years (date) Give reason for recommendation: AS PER GUIDANCE NOTE 3, TABLE 3.2 OR CHANGE OF OCCUPANCY <i>The proposed date for the next inspection should take into consideration any significant alterations, repairs or events and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.</i> REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR Name (capitalise) on behalf of the contractor identified in PART 1: MR DAVE BUTLER Signature: Date: 17/10/2024 <small>This report is based on the model forms shown in Appendix of BS 7671:2018+A2:2022 © Copyright Centure LLP (May 2023) Enter a (✓) or value in the respective fields, as appropriate. Where an item is not applicable insert N/A Please see the 'Notes for Recipient' Page 1 of 11</small> | | | | | | | |

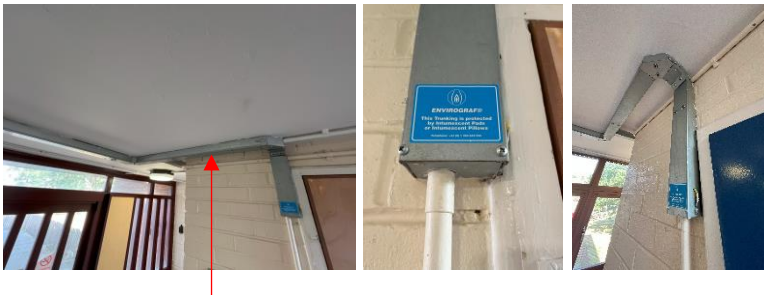
- 5) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.
- 6) All Residents service cupboards on each floor are housed behind a FD30s fire rated doors. All cupboards are free from any combustibles.



- 7) Gas appliances and pipework (where installed) are subject to annual testing and certification. This contract is managed by the in-house Gas team. Gas supply to these premises is external.



- 11) All electrical cabling feeding supply from electrical risers to residents' flats and other units within the communal areas are channelled through secure metal box trunking that is securely install across the upper walls and ceilings. All electrical trunking is protected by Envirograf Intumescent Pillows or Pads.



Metal Electrical Trunking

Section 15

Waste Control

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



- 2) Refuse bins are stored to the rear of the building. Bins Are regularly emptied by site services.



- 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 Investments office @ Roway Lane. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.
 - 4) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -
 - a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
 - Health and Safety.
 - Site Security.
 - Safety of working and impact on children/school business.
 - Fire risk, if any.
 - Site Emergency Plan.
 - b) Monthly Site Meetings – to monitor, review and share any new information including any new risks.
 - c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.
 - d) Final Contractor review on completion of works undertaken.
-

Section 17

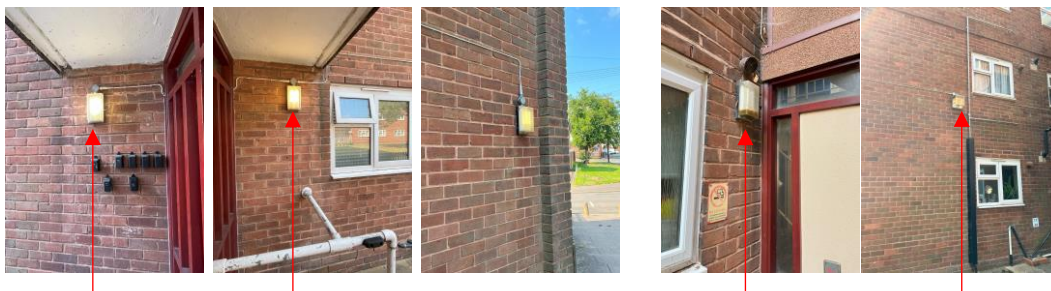
Arson Prevention

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



Front and rear entrance and access control

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



Front External lighting

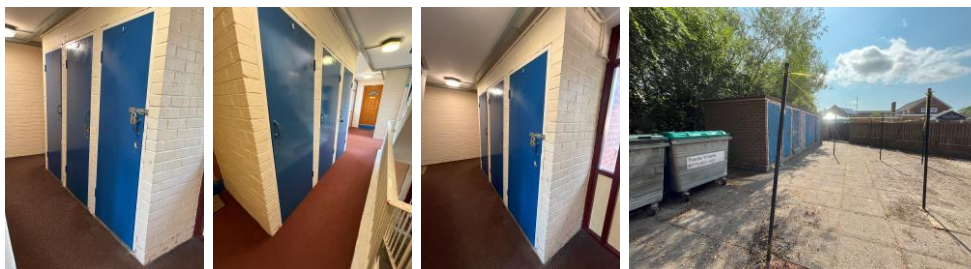
Rear External lighting

- 5) There have been no reported fire incidents at James Clift House 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.



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:

1-9 James Clift House



Date of Action Plan:

7th August 2025




Review Date:

<Insert date>




Fire Risk Assessment

| Question/ Ref No | Required Action | Supporting photograph | Pr ior ity | Timescale and Person Responsibl e | Date Completed |
|---------------------|--|--|------------------|--|-------------------|
| 6/6 | Flat 3 remove wicker screening attached to the front of balcony |  A photograph showing the exterior of a brick building. A balcony on the ground floor is covered with a light-colored wicker screening. The area is surrounded by grass and a low fence. | P2 | 1-3 Months Leaseholder Management | |
| 6/7 | Flat 5 remove wicker screening attached to the front of balcony. |  A photograph showing a balcony on an upper floor of a brick building. The balcony is covered with a light-colored wicker screening. A red rectangular box is drawn around the balcony area. | P2 | 1-3 Months Housing Team | |
| | | | | | |


Fire Risk Assessment

| | | | | | |
|------|--|---|----|---------------------------------|--|
| 6/8 | Flat 8 remove wicker screening attached to the front of balcony. |  | P2 | 1-3 Months Housing Team | |
| 10/4 | Repair 1 st floor electrical cupboard due to damage around the locking area. |  | P2 | 1-3 Months Fire Rapid Response | |
| 10/5 | Repair 2 nd floor electrical cupboard, due to damage around the locking area. |  | P2 | 1 -3 Months Fire Rapid Response | |

Fire Risk Assessment

| | | | | | |
|-------|---|---|----|-----------------------------------|--|
| 10/6 | Carry out fire stopping to 2 nd floor electric cupboard around cable penetration on the left-hand side within cupboard. |  | P2 | 1-3 Months Fire Rapid Response | |
| 10/9 | Flat 1 re-instate door closer. |  | P2 | 1-3 Months Fire Rapid Response | |
| 10/10 | Flat 2 has plyboard attached to door allowing for an extra door handle to be installed, letter box has been damaged, surface damage to mid part of the door. Needs repairing if acceptable. This will require a new door check JM to see if there is an order |  | P2 | 1-3 Months Fire Rapid Response | |

Fire Risk Assessment

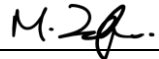

| | | | | | |
|-------|---|--|----|---|--|
| 10/11 | Flat 8 re-instate door closure, (resident would not allow pics to be taken and refused access). |  | P2 | 1-3 Months Fire Rapid Response | |
|-------|---|--|----|---|--|

Observations

Flat 6 was noted to have a solid temporary Fire door, could not gain access to inspect for smoke seals and door closure.



Signed

| | | |
|---|--------------------------|---------------------|
|  | Fire Risk Assessor | Date: 7 August 2025 |
|  | Team Lead Fire Safety | Date 11 August 2025 |

Appendix 1

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


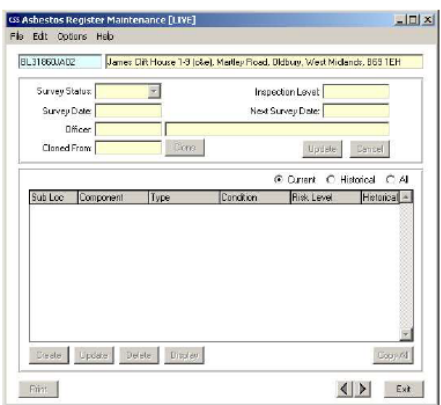

Name of property: 1- 9 James Clift House

Updated: 07/08/2025

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 (Derek Still Tel:- 0121 569 5077). | | |

| | | | | | | | | | | | | | |
|--|--|---------------------------------|--|--|--|----------------|--|---|--|-------------|--|---|--|
| Asbestos Survey | | Property Address | | 1-9 James Clift House, Martley Road, Oldbury. B69 1EH. | | | | ✓ Office use | | | | | |
| Surveyed by | | Tudor Evans | | Date | | 19/03/2014 | | Checked by | | DEREK STILL | | | |
| | | | | | | | | Desktop Check | | ✓ | | | |
| | | | | | | | | Site Check | | | | | |
| Reason for request | | HSG 264 - Survey Report Type | | Date | | 19/05/2020 | |  | | | | | |
| Investment Void | | Refurbishment Survey | | Property Description | | Low Rise Flats | | | | | | | |
| 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 ? | | | | | | Year Built | | 1962 | | | |
|  | | | | | | | | Notes / including details of similar property surveys completed. Page 2 updated on the 06/07/2022 by Dave Jasper | | | | | |
| Building Surveyors 0121 569 5077 | | | | | | | | Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES | | | | | |
|  | | | | | | | | | | | | | |

Fire Risk Assessment

ABOUT THE REPORT – PLEASE READ

All Survey Methodology is based upon HSE document HSG 204 - 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 204 – 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. | 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. |
| 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. | | |