Fire Risk Assessment

Hagley Rd West

298-308, 310-320,

Oldbury,

B68 0PA

Date Completed: 30/04/2025.

Review Period: 3 years.

Officer: C. Hill **Building Safety Manager**

Checked By: A. Jones **Building Safety Manager**

Current Risk Rating = Tolerable

Sandwell Metropolitan Borough Council

Subsequent reviews.

Review date	Officer	Comments

Contents

Section 0 Introduction

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

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

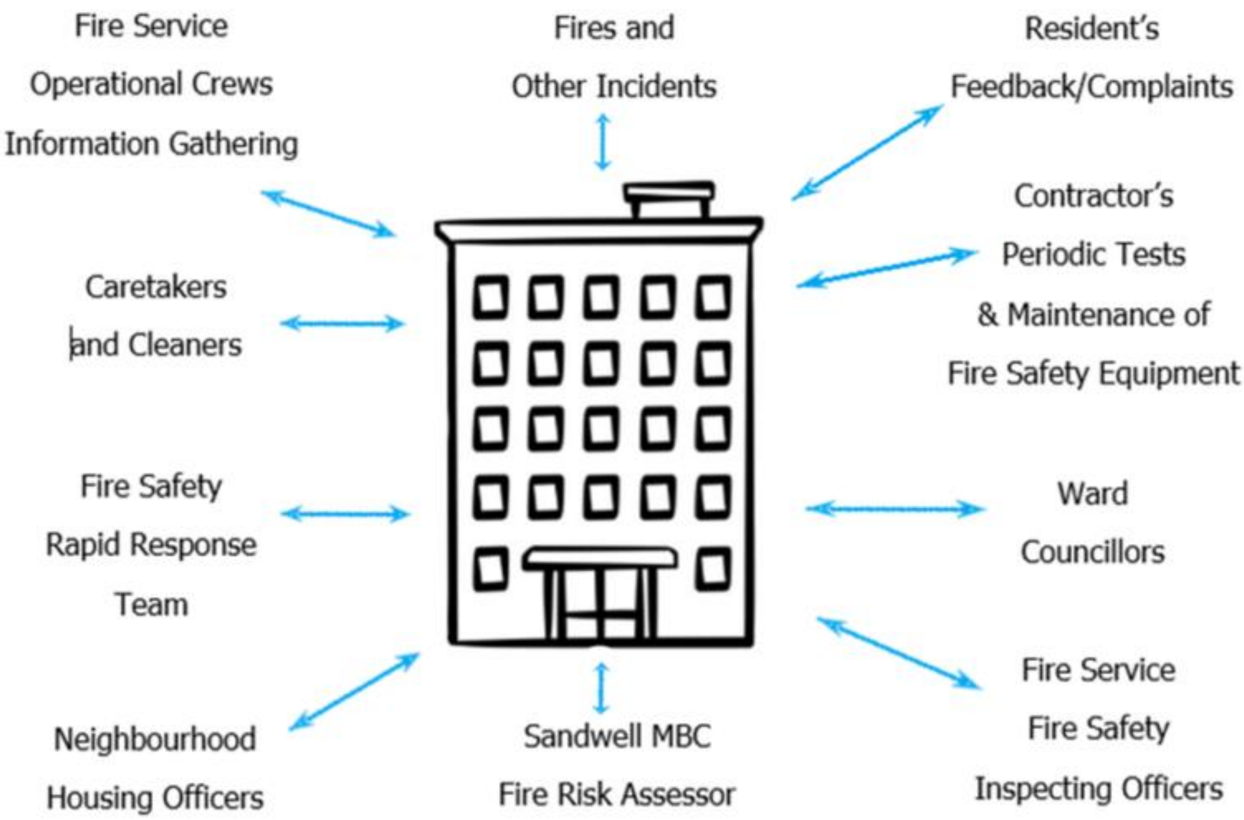
This Type 1 fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on https://www.wmfs.net/our-services/fire-safety/#reportfiresafety.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

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

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

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

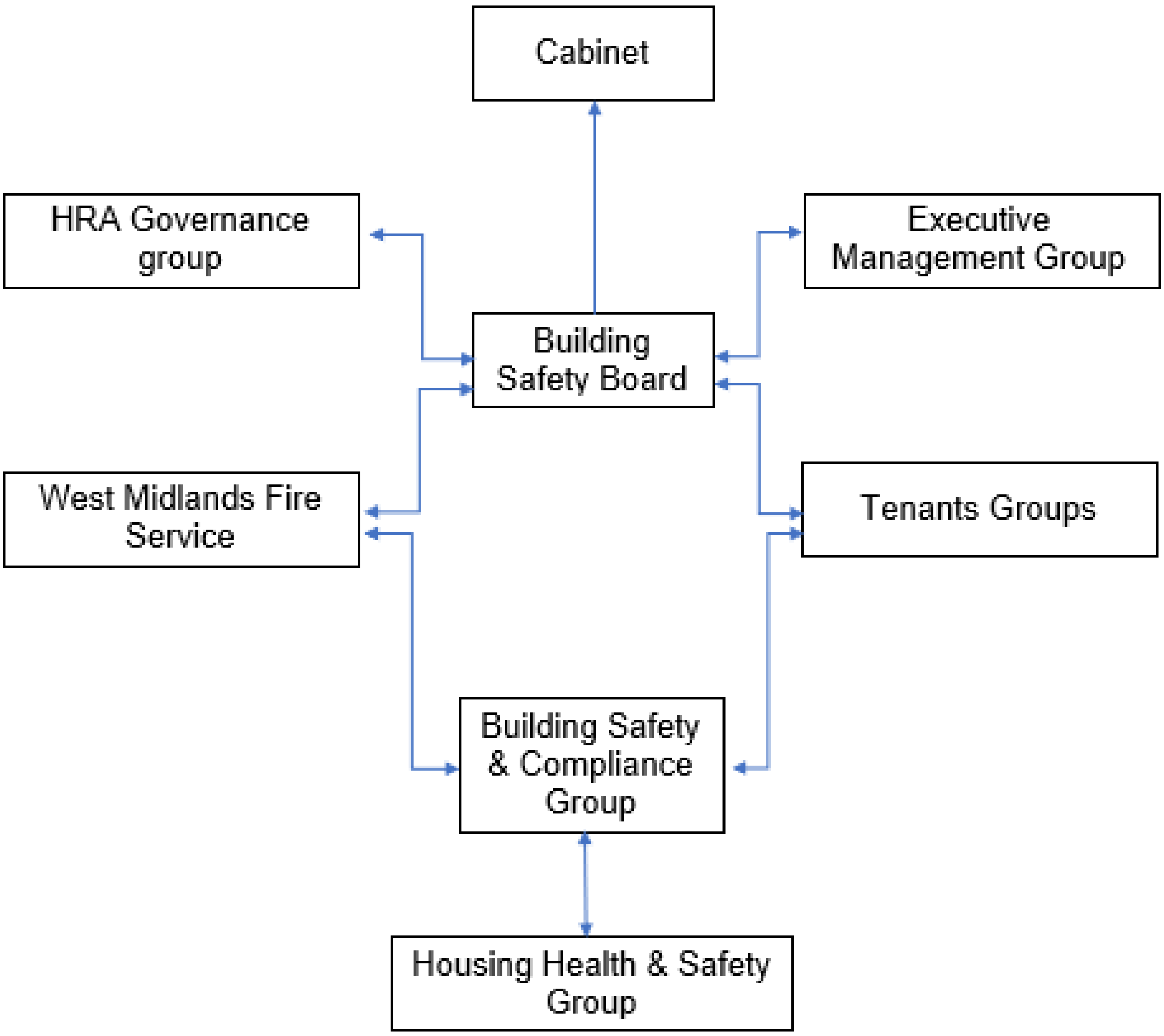
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring, and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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

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

Governance Structure



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

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

Section 1 Significant findings

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

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	**External Envelope** Traditional brick cavity construction with small amount of decorative UPVC shiplap cladding to protected staircase's and to the side of dormer windows.	Trivial

Section 7	**Means of Escape from Fire** Each block has a single staircase that leads directly to the front and rear exit doors. The staircase is open plan. Flat entrance doors are off the open plan staircase. Flat 310 notional door to be replaced with FD30s fire door set. Self-closer to be re-instated to flat 318 entrance door.	Tolerable
Section 8	**Fire Detection and Alarm Systems** A minimum of LD3 detection is installed to sampled flats.	Trivial
Section 9	**Emergency Lighting** There is no emergency lighting installed within either block. Conventional lighting is present throughout the internal common areas and exterior.	Tolerable
Section 10	**Compartmentation** The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. Doors are 30-minute nominal fire doors, including those in 1-hour rated walls. Fire stopping required to soil stack penetrations through compartment walls.	Tolerable
Section 11	**Fire Fighting Equipment** No firefighting provisions are provided within the premise.	Trivial

Section 12	**Fire Signage** Appropriate signage is in place, no further action required.	Trivial
Section 13	**Employee Training** All staff receive basic fire safety awareness training.	Trivial
Section 14	**Sources of Ignition** The fixed electrical tests were last completed in 2021.	Trivial
Section 15	**Waste Control** Regular cleaning services take place at the block and regular checks from caretakers help with waste control at the block.	Trivial
Section 16	**Control and Supervision of Contractors and Visitors** Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
Section 17	**Arson Prevention** The final exit doors have door entry systems installed. These systems are designed to fail safe i.e., door unlocked in the event of a power failure. All exit doors benefit from levered handles for escape. The rear grounds are accessed via a locked gate and the premise is well illuminated.	Trivial
Section 18	**Storage Arrangements** Residents should not store fuel or LPG Cylinders in their home or storage facilities. This documented in the tenancy agreement.	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.

Comments:

In conclusion, the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment.

These hazards include a single flat entrance door that requires a self-closing device and enhanced firestopping to soil stack penetrations that penetrate a compartment wall to flats 318 & 320.

Conventional lighting should be upgraded to include emergency throughout the common areas of the blocks as per the current guidance and ADB.

When future refurbishments are conducted, consideration should be given to relocating electricity meters and gas meters as per section 10 of this fire risk assessment.

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm.

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

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

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

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

Section 2

People at Significant Risk of Fire

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

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

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

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

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

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

Section 3 Contact Details

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

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

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

Chief Executive Shokat Lal	
Executive Director Asset Manager & Improvement Alan Lunt	
Assistant Director Asset Management & Improvement Sarah Agar	
Fire Safety Manager Tony Thompson	
Team Lead Fire Safety Jason Blewitt	
Team Lead Building Safety Anthony Smith	
Housing Office Manager Rachel Price	
Building Safety Managers Adrian Jones Carl Hill Louis Conway Andrew Froggatt	**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

298-308, 310-320,
Hagley Road West
Oldbury
B68 0PA

Description of the Property:

This type 1 fire risk assessment covers two blocks that are link attached. The blocks were constructed in 1978 of traditional brick cavity construction with a concrete tiled pitched roof.

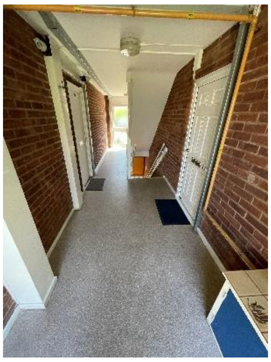
UPVC double glazed units have been installed to all flat windows

There is one meter cupboard to the ground floor stairwell adjacent the front entrance in each block.

Gas meters are also housed within the open plan stairwell within separate meter cupboards.

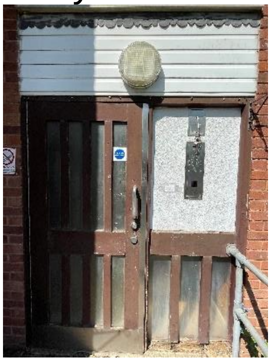
Each block consists of 3 storeys (inclusive of the ground floor).
The ground, first and second floor contains 2 number dwellings on each.

All flat entrance doors open into the stairwell.



Each block has a single open plan staircase which provides a sufficient means of escape.

The blocks have main entrances to the front and a further exit located on the rear elevation. Both front and rear entrances have door entry system with fob reader installed. The front entrances are equipped with a firefighter override facility to ensure unrestricted access for WMFS.

The rear exits lead to an enclosed garden which is bordered with timber fencing and is accessed / egressed via a lock gate which leads to the car park and street. All residents are provided with a key to the gate.



The rear garden is of a sufficient size that persons could stand at a safe horizontal distance greater than the height of the building.

Residents waste bin are stored within the adjoining car park.

Vehicle access to the carpark is restricted to residents only via a barrier with key code padlock.

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	1978
Construction Type	Traditional Brick Cavity
Last Refurbished	Unknown
External Cladding	Small area of UPVC shiplap above entrance doors, and to dormer windows.
Number of Lifts	None
Number of Staircases	2 (1 per block)
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	None / External Access Only
Equipment on roof (e.g. mobile phone station etc)	None

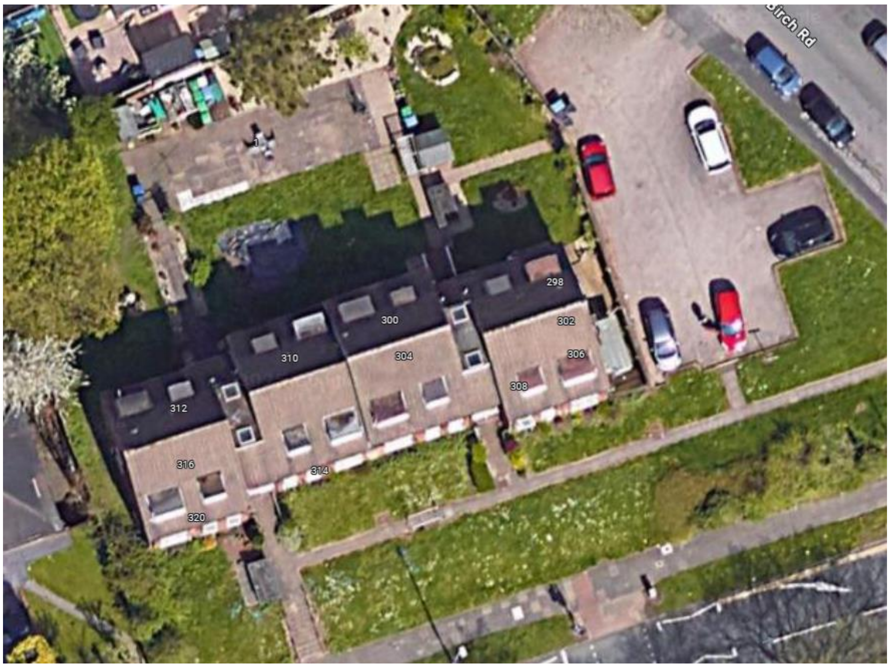
Persons at Risk

Residents / Occupants of 12 flats,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

Building Plan

A general plan and arial image of the building location.



Section 6 External envelope

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

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

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

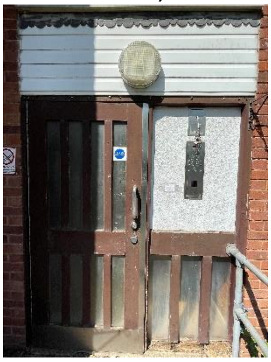
1) The external envelope of the premises is predominantly traditional brick, surmounted by a pitched tiled roof.



2) UPVC shiplap cladding has been installed to both the front and rear elevation above each entrance door and to the sides of all dormer windows.

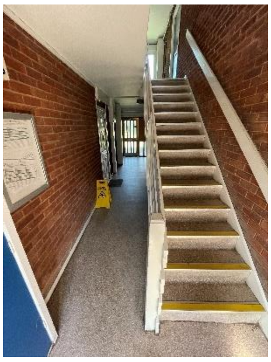

3) Individual flat windows are UPVC double glazed window frames. The windows in the communal staircase area are UPVC window frames with trickle vents. (non-openable).

4) Access is gained to all flats from the ground floor using the main access door(s) leading to the staircase area, these doors are Timber. It was noted that the bottom of the combination frame was beginning to rot however, at this time, this will not adversely affect safe egress.



Section 7 Means of Escape from Fire

1) Each block has a single staircase that provides a means of escape, with a width of 830mm between the handrails. Due to the installation of additional handrails, the width is reduced to 660mm in block 298-308 on the staircase from ground to first floor.




2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.

3) None of the corridors that form part of the means of escape are dead ends.

4) The only communal doors within the block are the final exit doors which are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their daily checks. Defective closing devices are reported to an external contractor.

5) The 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.

6) Communal windows on 1st floor lobbies can only be opened manually and are not lockable by key.

7) 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.

8) The Conventional lighting has been installed to the means of escape.

9) The surface coatings to the communal areas have previously been painted by SBMC with a Class 0 rated system.

10) Automatic smoke ventilation is not commissioned, staircases are open plan and therefore products of combustion can be naturally ventilated through openable windows.

11) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them.

12) The majority of flats have door mats within the communal area. The fire rating of the mats is unknown but deemed to be of sufficient low risk. These are not described as a trip hazard.

13) Flat entrance doors are a combination of FD30s composite, nominal FD30s composite and notional upgraded timber fire doors.

14) Flat 310 is a notional fire door with a Perko style self-closing device. The door could be upgraded with combined intumescent strips and cold smoke seals however, due to minor damage within the frame a new FD30s fire door set should be installed.



15) **Flat 318 FD30s composite door has the BM-Trada Q mark and associated plugs depicting the door is a certified FD30S. However, the occupier has removed the self-closing device which must be reinstated. (occupier has retained the original self-closer).**

16) A mobility scooter was noted under the stairs in block 298 – 308. An email has been sent to the housing manager to identify the owner and have the item moved to a more suitable location.

Section 8 Fire Detection and Alarm Systems

1) Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.

2) Based on the sample of properties during the fire risk assessment and the previous FRA, smoke alarms within residents flats are installed to a minimum of an LD3 Standard.

   Flat 310 – LD2
   Flat 318 – LD1

   <u>Previous FRA</u>
   Flat 298 – LD3
   Flat 304 – LD2
   Flat 316 – LD2

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

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

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

Section 9

Emergency Lighting

1) The common escape routes are lit with standardised conventional lighting.

2) Reliable borrowed lighting is also present in the form of street lighting directly outside the front of the building.

3) Because this is a 3 story building, emergency escape lighting including test switch facility should be installed in accordance with BS 5266 to the common escape routes as per the CLG guidance "A guide to making your small blocks of flats safe from fire" and "Approved Document B Volume 1".

Section 10 Compartmentation

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

1. The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. All flat entrance doors are 30-minute notional, upgraded notional, nominal or certified doors, including those in 1-hour rated walls.

2) The premise does not have sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire in communal areas due to open plan staircase.

3) Generally, the means of escape is protected from flats with the use of notional, upgraded notional, nominal or certified FD30S doors.

It is accepted that, in older blocks, fire doors, particularly flat entrance doors, do not meet current test standards for FD30S doors. However, these doors may still be acceptable if the doors remain in good condition, and they met the relevant standards at the time of construction of the block.

Definitions Fire Doors.

Notional fire door - A fire door that is thought to have been installed at the time of construction. This door may not meet current building regulation requirements however is still acceptable if performing as originally intended.

Upgraded notional fire door - A notional fire door that has been upgraded. For example, with intumescent strips and cold smoke seals.

Nominal fire door – A fire door that may meet the standards specified within the building regulations but has not been awarded the official certification of doors manufactured and evaluated by an accredited, third-party testing unit and approved formally with the relevant certificates and documentation.

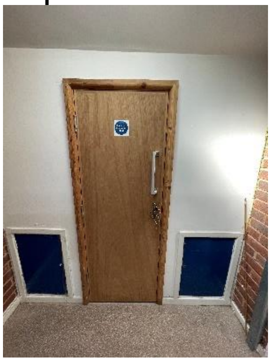
Certified fire door – A fire door and frame that have been approved and certified by the manufacturer. A competent person must install the door assembly.

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

5) A variety of methods have been used to achieve fire stopping including intumescent sponge, intumescent mastic and graphite filler.

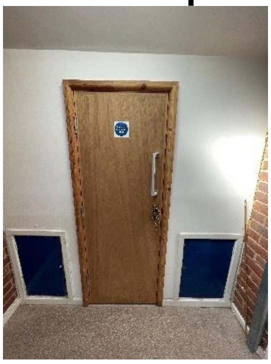
6) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put -Unless policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them or if they are advised to evacuate by the emergency services.

7) A recently formed service cupboard has been created on the 3rd floor of each block. The cupboards are secured with a nominal timber FD30s locked door with intumescent strips & cold smoke seals. The cupboard allows access to soil stack risers and penetrations.




8) Fire stopping was noted where soil stacks penetrate compartment walls in the cupboard between flats 306 & 308.


9) Fire stopping required where soil stacks penetrate compartment walls in the cupboard between flats 318 & 320. Also reinstate the rear of the gas meter cupboard within this service cupboard (board is present).




10) Gas meters are housed in timber cupboards that are not fire rated within the common escape route. The installation was built in line with the regulations at the time of construction. Management processes including statutory servicing and maintaining sterile common areas mitigate any risk. Observations have been recorded in section 19.



11) Electricity meters are housed in non-fire rated cupboards in both blocks adjacent the front entrance door and stairwell. The installation was built in line with the regulations at the time of construction. Due to the limitations of space, it may not be possible to construct a suitable fire rated cupboard without impacting the width of the means of escape or front entrance door. Significant improvement works would be required to improve or relocate the installation; therefore, this should be considered under future programmed works. Management processes including statutory servicing (last completed 02/03/2021) and maintaining sterile common areas mitigate any risk. Observations have been recorded in section 19.




Section 11 Fire Fighting Equipment

1) The premise has no provision for firefighting equipment.

Section 12 Fire Signage

1) Where applicable service cupboard fire doors display signage “Fire Door Keep Shut.”

2) The fire escape routes are self-evident and therefore additional fire action notices are not required.

3) No smoking (Smoke Free England) signage is displayed at the front entrance to the premises.

Section 13

Employee & Resident Training/Provision of Information

1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke ‘Fire Safety in High / Low Rise Flatted Accommodation’ Video.

2) All employees are encouraged to complete ‘In the line of fire’ training on an annual basis.

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

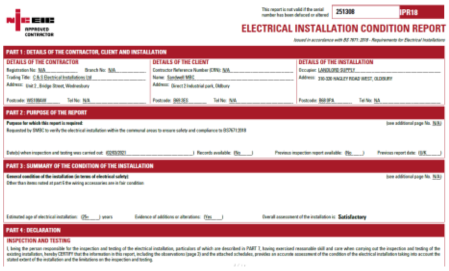
4) Fire safety information has been provided as part of tenancy pack. Additional fire safety information is available to residents on the SMBC website. Information regarding the Stay Put Unless fire evacuation strategy is provided to tenants.

Section 14 Sources of Ignition

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

2) Hot working is not normally conducted. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.

3) The fixed electrical installation (EICR) should be evaluated every 5 years. The last recorded EICR inspection for both blocks is 02/03/2021



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APPROVED CONTRACTOR

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 - Requirements for Electrical Installations

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR	DETAILS OF THE CLIENT	DETAILS OF THE INSTALLATION
Registration No: N/A Branch No: N/A	Contractor Reference Number (CRN): N/A	Occupier: LANDLORD SUPPLY
Trading Title: C & S Electrical Installations Ltd	Name: Sandwell MBC	Address: 310-330 HAGLEY ROAD WEST, OLDBURY
Address: Unit 2, Bridge Street, Wednesbury	Address: Direct 2 Industrial park, Oldbury	
Postcode: WS10 8AW Tel No: N/A	Postcode: B69 3ES Tel No: N/A	Postcode: B68 9PA Tel No: NA

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required: (see additional page No. N/A)

Requested by SMBC to verify the electrical installation within the communal areas to ensure safety and compliance to BS7671:2018

Date(s) when inspection and testing was carried out: (02/03/2021) Records available: (No) Previous inspection report available: (No) Previous report date: (U/K)

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety): (see additional page No. N/A)

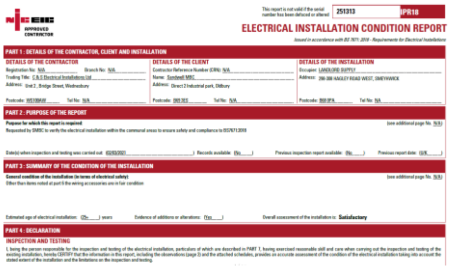
Other than items noted at part 6 the wiring accessories are in fair condition

Estimated age of electrical installation: (25+) years Evidence of additions or alterations: (Yes) Overall assessment of the installation is: Satisfactory

PART 4 : DECLARATION

INSPECTION AND TESTING

I, being the person responsible for the inspection and testing of the electrical installation, particulars of which are described in PART 1, having exercised reasonable skill and care when carrying out the inspection and testing of the existing installation, hereby CERTIFY that the information in this report, including the observations (page 2) and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations on the inspection and testing.



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APPROVED CONTRACTOR

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 - Requirements for Electrical Installations

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR	DETAILS OF THE CLIENT	DETAILS OF THE INSTALLATION
Registration No: N/A Branch No: N/A	Contractor Reference Number (CRN): N/A	Occupier: LANDLORD SUPPLY
Trading Title: C & S Electrical Installations Ltd	Name: Sandwell MBC	Address: 298-308 HAGLEY ROAD WEST, SMETHWICK
Address: Unit 2, Bridge Street, Wednesbury	Address: Direct 2 Industrial park, Oldbury	
Postcode: WS10 8AW Tel No: N/A	Postcode: B69 3ES Tel No: N/A	Postcode: B68 9PA Tel No: NA

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required: (see additional page No. N/A)

Requested by SMBC to verify the electrical installation within the communal areas to ensure safety and compliance to BS7671:2018

Date(s) when inspection and testing was carried out: (02/03/2021) Records available: (No) Previous inspection report available: (No) Previous report date: (U/K)

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety): (see additional page No. N/A)

Other than items noted at part 6 the wiring accessories are in fair condition

Estimated age of electrical installation: (25+) years Evidence of additions or alterations: (Yes) Overall assessment of the installation is: Satisfactory

PART 4 : DECLARATION

INSPECTION AND TESTING

I, being the person responsible for the inspection and testing of the electrical installation, particulars of which are described in PART 1, having exercised reasonable skill and care when carrying out the inspection and testing of the existing installation, hereby CERTIFY that the information in this report, including the observations (page 2) and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations on the inspection and testing.

4) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.

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

6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.

7) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.

Section 15

Waste Control

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

2) Refuse containers are emptied at regular intervals. Wheelie bins are stored away from the building in the carpark.

3) ‘Out of Hours’ service in place to remove bulk items.

4) Regular checks by Caretakers minimise risk of waste accumulation.

Section 16

Control and Supervision of Contractors and Visitors

1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.

2) Owing to the nature of low-rise flatted accommodation it is difficult to manage/control individual contractors/utility companies.

3) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.

4) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the local housing team. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.

5) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -

    a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:

        - Health and Safety.
        - Site security.
        - Safety of working and impact on children/school business.
        - Fire risk, if any.
        - Site Emergency plan.

    b) Monthly Site Meetings – to monitor, review and share any new information including any new risks.

    c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.

    d) Final Contractor review on completion of works undertaken.

Section 17

Arson Prevention

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

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

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

4) The perimeter of the building is well illuminated.

Section 18

Storage Arrangements

1) Residents are instructed not to bring L.P.G cylinders into block. This information is contained within the tenants' handbook.

2) The tenancy conditions, Section 7 – Condition 5.6 stipulates "If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE, or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use."

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

4) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.

5) Residents have access to storage sheds within the rear garden. All sheds are at a suitable distance from the building.

Section 19

Additional Control Measures.
Fire Risk Assessment - Action Plan

Significant Findings

Action Plan.

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

Trivial ☒ Tolerable ☐

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days.

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

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

P4 Arrange and complete exceeding 6 months under programmed work.

Fire Risk Assessment
Action Plan

Name of Premises or Location:	Flats 298-308 & 310-320, Hagley Rd West, West Bromwich
Date of Action Plan:	02/05/2025
Review Date:	<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/14	Flat 310 notional door – Install FD30s fire door set.		P3	Within 3-6 months Asset Management	

7/15	Flat 318 – reinstate self-closing device to entrance door. Occupier states they have the self-closer and could fit it themselves, advised we smbc will do it.		P2	Within 1-3 months Rapid Fire Team	
9/3	Install emergency escape lighting system to both blocks in accordance with BS 5266	N/A.	P4	Programmed Works Exceeding 6 months Electrical Compliance Manager	
10/9	Fire stop soil stack penetrations through compartment wall in cupboard between flats 318 & 320. Also reinstate backing to gas cupboard (board is present requires fixing)	 	P2	Within 1-3 months Rapid Fire Team	

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	
Consider relocating electricity meters and or the complete installation to a more suitable location and form a suitable fire resistant enclosure if the new location is within the common means of escape.	
Consider relocating all gas meters from the common means of escape to an external location or within flats as part of future improvement works.	

Signed

Chill	Building Safety Manager	Date: 02/05/2025

Adrian Jones	Quality Assurance Check	Date: 06/05/2025

Appendix 1

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

Name of property: Flats 298-308 & 310-320, Hagley Rd West, Oldbury.

Updated: September 2022

Premise Manager: Tony Thompson. **Tel. No.: 0121 569 2975**

Hazard	Information/Comments
Asbestos Latest Asbestos information has been provided below.	An asbestos survey has been undertaken of the communal areas. Survey held by Sandwell Housing (Derek Still Tel:- 0121 569 5077).

Asbestos Survey	Property Address	**310-320 Hagley Road West, Oldbury. B68 0PA**		✓ Office use

Surveyed by	S.Harrison/D.Webb	Date	13/03/14	Checked by	DEREK STILL	Desktop Check	✓	Site Check	
				Date	19/05/2020				

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
3 STOREY LOW RISE BLOCK

Year Built	

Notes / including details of similar property surveys completed.

Revised by G.Carrington – 31/05/2022

FAO Glenn Stevens

Survey revised by John Davis 08/09/2022

Building Surveyors
0121 569 5077

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

Sandwell
Metropolitan Borough Council

Sample Locations	Property Address	310 - 320 Hagley Road West, Oldbury. B68 0PA						
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								
INSULATION BY SOIL PIPE IN COMMUNAL ROOFSPACE ADJACENT TO 318	LAGGING	-	UNSEALED	GC2247 / 1	NO ASBESTOS 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
GROUND FLOOR ELECTRICAL CUPBOARD	PLYWOOD	FRONT AND REAR ENTARNCE COMBI FRAME TRANSOMS	PLATERBOARD	2ND FLOOR – STOP TAP BOXING	PLYWOOD
GROUND FLOOR ELECTRICAL CUPBOARD TRANSOM	PLYWOOD	COMMUNAL LANDING WINDOW TRANSOMS	PLASTERBOARD	2ND FLOOR – END WALLS TO LANDING	PLASTERBOARD
GROUND & 1ST FLOOR GAS METER CUPBOARDS	BLOCKBOARD	1ST FLOOR VERTICAL BOXING ADJACENT NO.316	PLYWOOD	COMMUNAL STAIRS/LANDING CEILINGS	PLASTERBOARD
GROUND FLOOR BOXING ABOVE GAS METER CUPBOARD	PLYWOOD	1ST FLOOR BOXING ABOVE NO.316	PLYWOOD	COMMUNAL STAIRS/LANDING FLOORS	VINYL
GROUND FLOOR VERTICAL BOXING ADJACENT NO.312	PLYWOOD	1ST FLOOR BOXING ADJACENT GAS METER CUPBOARD	PLYWOOD	FRONT AND REAR COMMUNAL ENTRANCE DOOR FRAME SEALANTS	SILICONE
GROUND FLOOR BOXING ABOVE NO.312	PLYWOOD	FLATS 310,314,318 FRONT DOOR FRAME SEALANT	NO SEALANT	FLATS 312,316,320 FRONT DOOR FRAME SEALANT	SILICONE

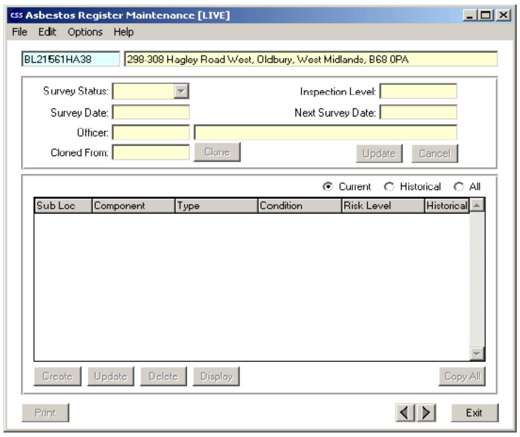
Asbestos Survey	Property Address	298-308 Hagley Road West, Oldbury. B68 0PA		✓ Office use
Surveyed by	S.Harrison/D.Webb	Date	13/03/14	
Checked by	DEREK STILL	Desktop Check ✓	Site Check	
Date	19/05/2020			

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

3 STOREY LOW RISE BLOCK

Year Built



Notes / including details of similar property surveys completed.

Survey revised by John Davis 08/09/2022

Building Surveyors
0121 569 5077

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

Sandwell Metropolitan Borough Council

Sample Locations	Property Address	298-308 Hagley Road West, Oldbury. B68 0PA							
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									
NO SUSPECTED ACM's OBSERVED DURING SURVEY									

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
COMMUNAL STAIRS/LANDING CEILINGS	PLASTERBOARD	GROUND FLOOR BOXING ABOVE NO.298	PLYWOOD	1ST FLOOR GAS METER CUPBOARD	BLOCKBOARD / CERAMIC TILE
COMMUNAL STAIRS/LANDING FLOORS	VINYL	GROUND FLOOR GAS METER CUPBOARD	BLOCKBOARD	1ST FLOOR BOXING ABOVE NO.304	PLYWOOD
FRONT AND REAR ENTARNCE COMBI FRAME TRANSOMS	PLATERBOARD	GROUND FLOOR BOXING ABOVE GAS METER CUPBOARD	PLYWOOD	2ND FLOOR – END WALLS TO LANDING	PLASTERBOARD
GROUND FLOOR ELECTRICAL CUPBOARD	PLYWOOD	GROUND FLOOR BOXING ABOVE NO.300	PLYWOOD	2ND FLOOR – WATER METER BOXING	STIRLING BOARD
GROUND FLOOR ELECTRICAL CUPBOARD TRANSOM	PLYWOOD	1ST FLOOR BOXING ABOVE NO.302	PLYWOOD	FRONT AND REAR COMMUNAL ENTRANCE DOOR FRAME SEALANTS	SILICONE
GROUND FLOOR VERTICAL BOXING ADJACENT NO.298	PLYWOOD	1ST FLOOR VERTICAL BOXING ADJACENT NO.302	PLYWOOD	ALL FLATS – FRONT DOOR FRAME SEALANTS	NO SEALANT

ABOUT THE REPORT – PLEASE READ

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

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

SHAPE: Sandwell MBC's integrated ICT solution holds the Company Asbestos Register. The Asbestos Register is interrogated when completing the asbestos survey report to ensure that ACMs 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.