

# Fire Risk Assessment

**10-20 Martley Road**  
**Martley Road,**  
**Oldbury,**  
**B69 1DZ**



**Date Completed:** 04/08/2025

**Review Period:** 3 years.

**Officer:** C. Hudson **Fire Risk Assessor**

**Checked by:** C. Hill **Building Safety Manager**

**Current Risk Rating = Tolerable**

**Subsequent reviews**

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

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## Section

# 0

## Introduction

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

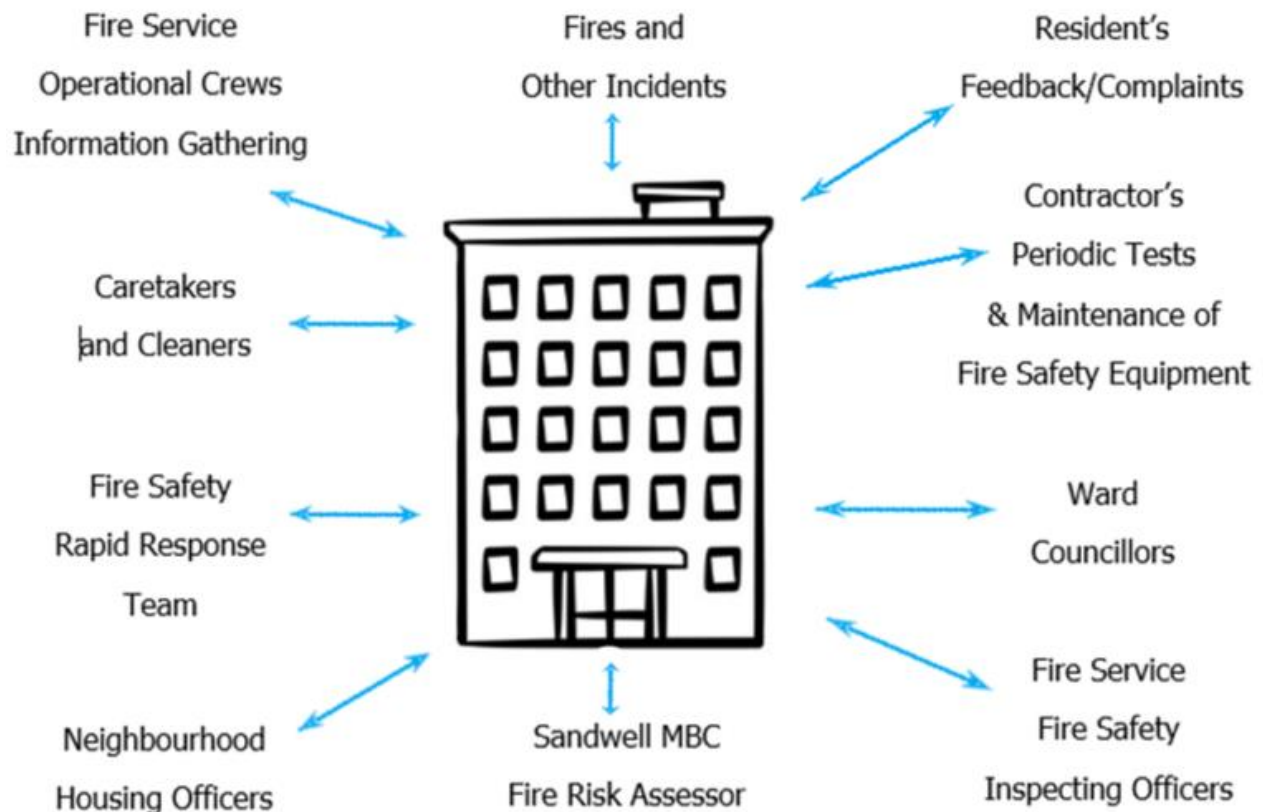
Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him 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](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.

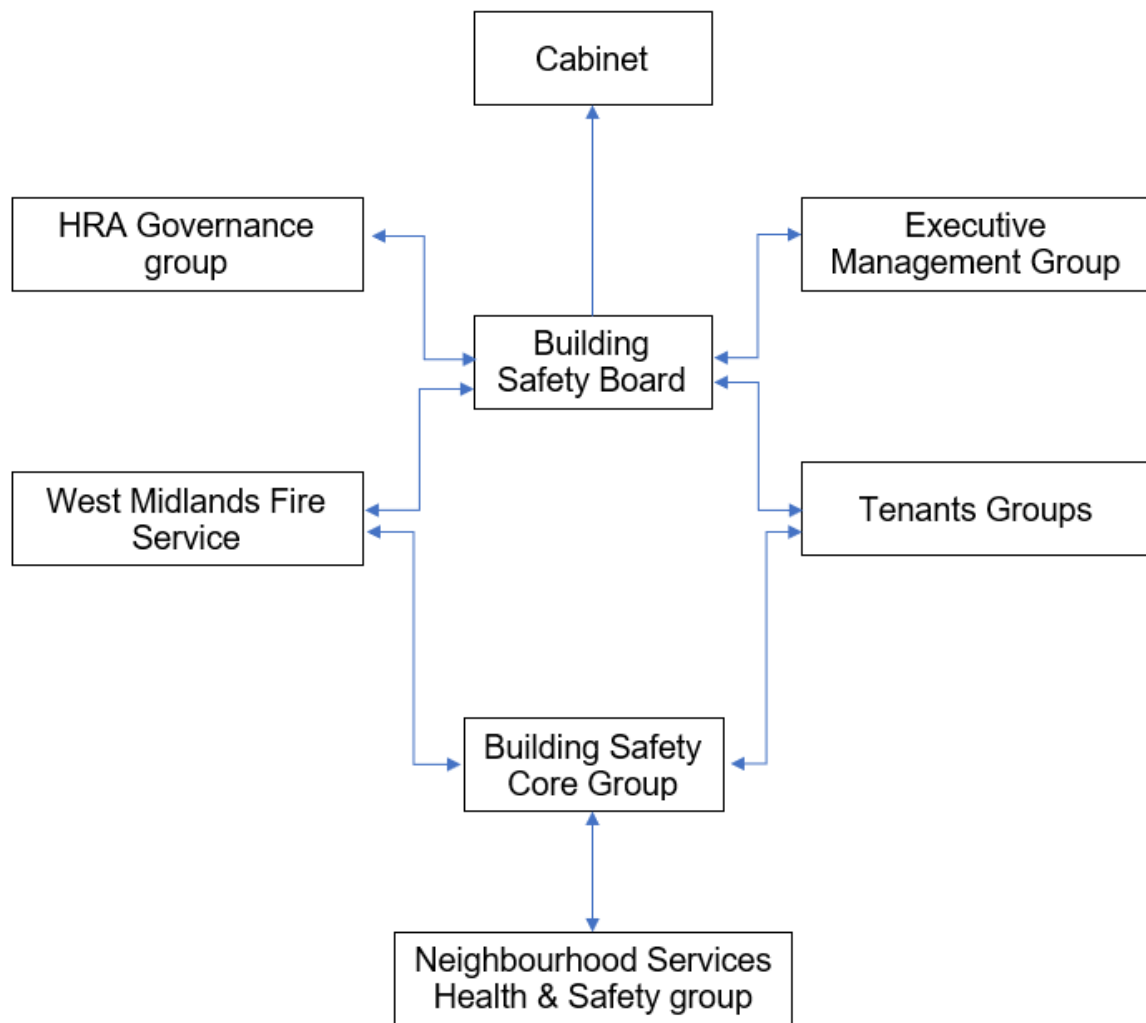
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The above processes and procedures are overseen by the Fire Safety, Facilities and Premises Manager who reports to the Business Manager - Surveying and Fire Safety.

These managers attend the Fire Safety Core Group for scrutiny which is part of the governance structure below.

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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.

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## Section

## 1

## Significant findings

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

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

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

### **Significant findings**

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

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

Section number	Section Area	Individual Risk Level
<a href="#">Section 6</a>	<p><b>External Envelope</b></p> <p>The block is of traditional brick cavity construction, with a tiled pitched roof and UPVC window units to the flats externally. Spandrel panelling is fitted to the rear entrance under UPVC windows.</p> <p>Timber and Aluminium door entrances to the front and rear.</p> <p>There is a canopy over the front entrance which is felt covered, and the underside is of timber tongue and groove construction.</p> <p>Doors are fitted with self-closers and access is via fob or buzzer.</p>	Trivial

<a href="#">Section 7</a>	<p><b>Means of Escape from Fire</b></p> <p>The block has a single staircase that provides a sufficient means of escape.</p> <p>All communal hallway floors are concrete. Several flats at their entrances have door mats, the fire rating is not known on the door mats.</p> <p>Metal trunking is fitted around the ceiling of routing from the meter cupboard supplying communal lighting.</p>	<p>Trivial</p>
<a href="#">Section 8</a>	<p><b>Fire Detection and Alarm Systems</b></p> <p>Flats have a fire detection system fitted to an LD3 standard.</p> <p>No detection in communal areas.</p>	<p>Trivial</p>
<a href="#">Section 9</a>	<p><b>Emergency Lighting</b></p> <p>The premises have sufficient emergency / escapes lighting system in accordance with BS 5266.</p>	<p>Trivial</p>
<a href="#">Section 10</a>	<p><b>Compartmentation</b></p> <p>Individual flat doors are FD30s composite fire doors.</p> <p>Flats no 18 and 20 have secondary non fire doors fitted in front of the front door forming a small compartment.</p> <p>Flat 10 front door does not close on self-closer due to carpet fitted on small step and carpet put in door frame to stop draft.</p> <p>Flat 18 front door self-closer has been removed.</p>	<p>Tolerable</p>



	<p>All service cupboards to communal landings are FD30s rated and lockable with budget locks.</p> <p>Electrical Service cupboard on the 1<sup>st</sup> and ground floor do not lock.</p> <p>Ground floor electrical service cupboard has a few gaps/holes that are in need of fire stopping within the cupboard</p> <p>Each flat has access to a storage cupboard on the landing of the flat. Cupboards do not have fire rated doors but are kept locked.</p>	
<a href="#">Section 11</a>	<p><b>Fire Fighting Equipment</b></p> <p>The premises have no provision for firefighting equipment.</p>	Trivial
<a href="#">Section 12</a>	<p><b>Fire Signage</b></p> <p>There is sufficient Fire door keep shut signs &amp; No Smoking signs in place.</p>	Trivial
<a href="#">Section 13</a>	<p><b>Employee Training</b></p> <p>All staff receive basic fire safety awareness training.</p>	Trivial
<a href="#">Section 14</a>	<p><b>Sources of Ignition</b></p> <p>The last EICR inspection carried out on 21st Feb 2025</p>	Trivial
<a href="#">Section 15</a>	<p><b>Waste Control</b></p> <p>Caretakers undertake regular checks and bins are stored away from the building.</p> <p>Refuse bins are to the rear against brick wall, away from residential block.</p>	Trivial
<a href="#">Section 16</a>	<p><b>Control and Supervision of Contractors and Visitors</b></p> <p>Contractors are controlled centrally, and hot works permits are required where necessary.</p>	Trivial

<a href="#">Section 17</a>	<b>Arson Prevention</b>  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, and the building has external lighting.	Trivial
<a href="#">Section 18</a>	<b>Storage Arrangements</b>  Residents have their own internal store cupboards on the landing which are kept secure with locks.  There are also external storage set within a compound away from the main block, these are secured by residents with their own locks.  Residents should not store fuel or LPG Cylinders in their home or storage facilities. This is documented in the tenancy agreement. See observations.	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:

<b>Low</b>	Unusually low likelihood of fire because of negligible potential sources of ignition.
<b>Medium</b>	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).
<b>High</b>	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:

<b>Slight harm</b>	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).
<b>Moderate harm</b>	Outbreak of fire could foreseeably result in injury including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
<b>Extreme harm</b>	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 ☐

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## Comments

After conducting a Type 1 fire risk assessment at 10-20 Martley Road, I conclude that the likelihood of a fire is of a medium risk level prior to the implementation of the action plan, owing to the standard fire hazards identified within the assessment.

These hazards include

- Ground floor and first floor electrical cupboard lock does not catch so is left unlocked allowing access to electrical equipment.
- Ground floor electrical cupboard requires a small amount of fire stopping to pipe work leading to flat 10 at ground level and at ceiling level leading to floor above.
- The block has a window on the ground floor and first floor in the common area. The first floor window is a timber framed window with Georgian wired glass, the window on the ground floor is of UPVC construction with double glazing, they are installed in the bathrooms of the flats this is a low-risk area, the windows open into the common area and this situation should be considered when the next refurbishment or renovation is scheduled.

Considering the use of the premises and the occupants within the block, the potential consequences for life safety in the event of a fire would be slight harm. This is because all flats are fitted with FD30s composite entrance doors, smoke detection systems installed to a minimum of LD3 in all flats, two final exit doors, and a stay-put strategy unless a fire strategy is in place.

Once the recommended actions have been completed, the overall risk rating for the building will be reduced to trivial, subject to the implementation of the suggested measures outlined in this fire risk assessment.

Overall, the risk level at the time of this FRA is considered 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:*

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

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

## Section 2

## People at Significant Risk of Fire

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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.

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## 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:

<b>Chief Executive</b> Shokat Lal		
<b>Executive Director Asset Manager &amp; Improvement</b> Alan Lunt		
<b>Assistant Director Asset Manager &amp; Improvement</b> Sarah Agar		
<b>Fire Safety Manager</b> Tony Thompson		
<b>Team Lead Fire Safety</b> Jason Blewitt		
<b>Team Lead Building Safety</b> Anthony Smith		
<b>Housing Office Manager</b> Rachel Price		
<b>Building Safety Managers</b> Adrian Jones Carl Hill Louis Conway Andrew Froggatt	<b>Fire Risk Assessors</b> Mohammed Zafeer Stuart Henley Craig Hudson	<b>Resident Engagement Officers – Fire Safety</b> Abdulmonim Khan Ethan Somaiya Hannah Russon

*Please note, the above details are correct at the time of the production of the risk assessment and may be subject to change*



## Section 4

### Description of Premises

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

10-20 Martley Road  
Martley Road  
Oldbury  
B69 1DZ

The low-rise block was constructed in 1961 of traditional brick cavity construction with pitched roof and a concrete slab separating each floor.



The block consists of 2 storeys including the ground floor.

Each of the floors from the ground floor upwards contain 3 individual flats.

The block has a front entrance, that has a door entry system, and a fob reader installed. There is a rear access door, leading to a rear courtyard area. Both escape routes lead to an ultimate place of safety. The Front and rear entrance points utilise a door entry system with a fob reader installed with a firefighter override switch.



Front entrance      Rear entrance key fob      Firefighter override

The block has 1 central staircase as the sole means of escape for all flats (above ground floor).



Two properties in the block have door mats which can be a trip hazard the fire rating of these is unknown



There is a dedicated area within the rear yard where bins are stored.



The building has been designed and constructed to provide reasonable facilities to assist fire fighters in the protection of life. Reasonable provisions have been made to enable fire appliances to gain access to the building.



The enforcing authority is West Midlands Fire Service.  
Nearest Fire station is Oldbury fire station, which is 1.4 miles.

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High/Low Rise	Low-Rise
Number of Floors	2
Date of Construction	1961
Construction Type	Traditional brick and concrete
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	Flat roof – no internal access
Equipment on roof (e.g. mobile phone station etc)	None

### **Persons at Risk**

Residents / Occupants of 6 flats in total,  
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

B69 1dz

Plan to show the general location/orientation of the building.





## Section 6

### External envelope

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

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

- 1) The external construction of the building is predominantly brick with UPVC and wooden facia, the roof is a tiled pitched type. There is a canopy that is constructed over the front entrance, the underside of this canopy is constructed in timber tongue and groove, this is below a 1<sup>st</sup> floor window.



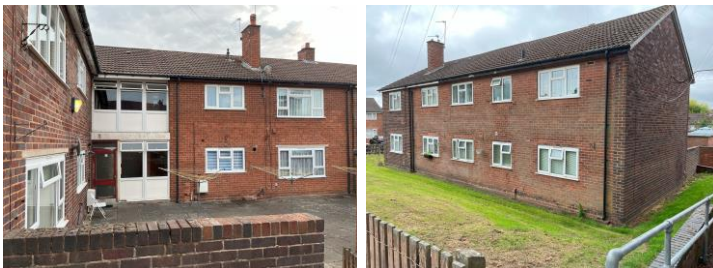
2) UPVC double glazed units have been installed to each flat



3) On the rear of the building Spandrel panels have been installed, under the UPVC windows on the ground floor and on the first floor.



4) On the rear of the building there are two chimney stacks, it is not known if these are in use.



5) The front and rear final exit doors are timber construction.



6) Storage sheds in the rear yard for each property are kept locked

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## Fire Risk Assessment

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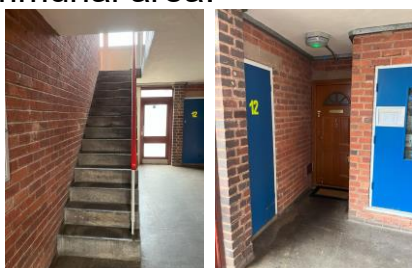


## Section 7

### Means of Escape from Fire

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- 1) All flats are equipped with a standard minimum LD3 detection to aid means of escape.
- 2) Internal walls are of exposed brick work which is throughout the communal area.



- 3) On the ground floor and first floor a window installed in the common area. The window on the first floor is a timber framed window with Georgian wired glass installed, on the ground floor the window is of UPVC construction with a double-glazed unit, both windows open into the common area, it looks like the window opens from the bathroom of the flat which is a low-risk room. This is noted in 10, (compartmentation) Email has been sent to capital investment 12/08/2025.



- 4) The only communal doors within the block are the final exit doors, which are fitted with automatic closing devices that are checked on a regular basis by caretaking teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s). The final exit doors have door entry systems installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.
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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) On the first floor a wooden chair has been left in the communal area of the first floor. Email sent to caretaking team for removal 13/08/2025.



8) Each flat has a storage cupboard by the front door these doors are locked.



9) There is an electrical cupboard on each floor with a FD30 rated door fitted with cold smoke seal fitted, these are lockable with a budget key.



- 10) 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.



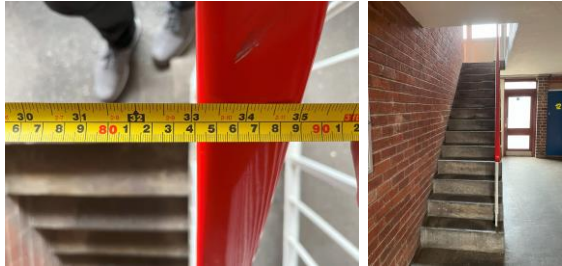
- 11) Emergency lighting is provided to communal landings. One emergency lighting unit is situated on the ground and 1<sup>st</sup> floor, Checks are done monthly by Sandwell MBC in house electrical team or approved contractor. ([Refer to section 9](#))



- 12) On the ground and 1st floor communal landings, there are a set of UPVC windows, these windows can be opened without the use of a key, these allow sufficient airflow. There is no automatic smoke ventilation system installed in this premise.



13)The premise has a single staircase that provides means of escape from the first floor and is 840mm in width.



## Section

# 8

## Fire Detection and Alarm Systems

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- 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 10 and 18 were inspected at the time of inspection.

*For information*

*LD1 all rooms except wet rooms*

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

*LD3 Hallway only*


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

## Section 9

## Emergency Lighting

- 1) The premises have a sufficient emergency / escape lighting system in accordance with BS 5266.
- 2) One emergency lighting unit is situated on the ground and 1<sup>st</sup> floor.
- 3) Emergency lights are also checked and tested monthly by City Fire & Electrical Services in accordance with current standards.

**cityfire.** & Electrical Services Ltd  
CF009 - SMBG - Emergency Lighting Test  
Certificate - Self-Contained Fittings

Job Details		
Job ID 172872	Client Name Dodd Group (Midlands) Limited	Site Name 10-20 MARTLEY ROAD
Job Order Number SMBG_16473948	Details Of Client Dodd Group Ltd Stafford Park 13	Site Address
Client ID 25	Client Postcode TF3 3AZ	Site Post Code
Site ID 8.525		
System Details		
Manufacturer KORNIC	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 Jorden	New Signature 	New Date 05/09/2025
Photos		
Photo Attachments	Photo Attachments	Photo Attachments
Photo Attachments	Photo Attachments	Photo Attachments

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## Section 10

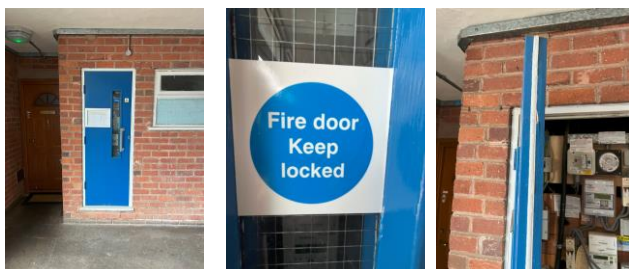
### Compartmentation

*This section should be read in conjunction with Section 4*

- 1) The building is designed to provide as a minimum 1-hour vertical and 1-hour horizontal fire resistance. This is not possible in the communal areas due to open plan staircase.
- 2) The communal area do not have sufficient compartmentation to limit the travel and effect of smoke and flame in the event of a fire in communal areas due to open plan staircase.
- 3) The front and rear exit doors are fitted with automatic closing devices. These are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).



- 4) All service cupboards to communal landings are FD30s rated and lockable with budget locks and include a fire door Keep locked sticker and smoke seals.



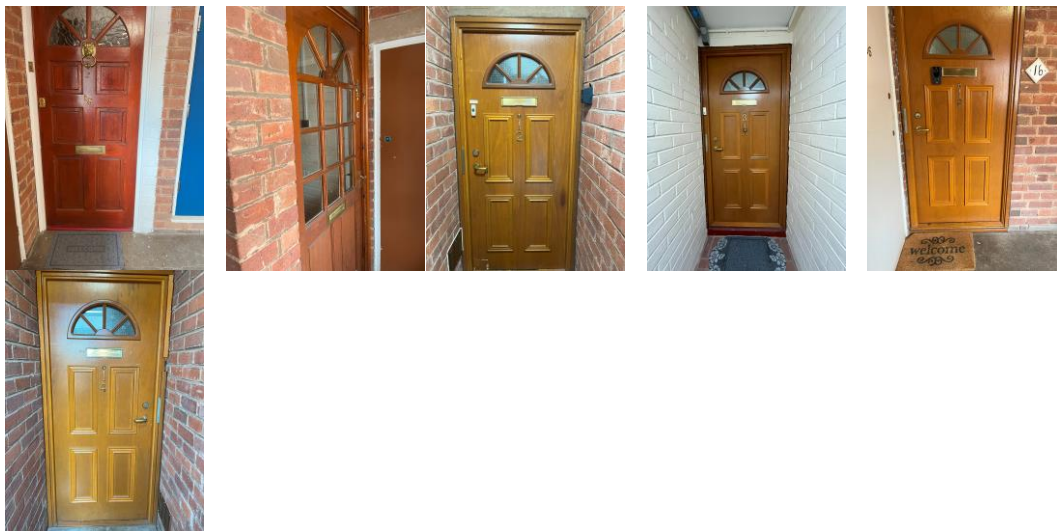
**5) The electrical service cupboard on the first and ground floor does not lock**



**6) Each flat has access to a storage cupboard situated on the properties landing. Cupboards do not have fire rated doors but are kept locked**



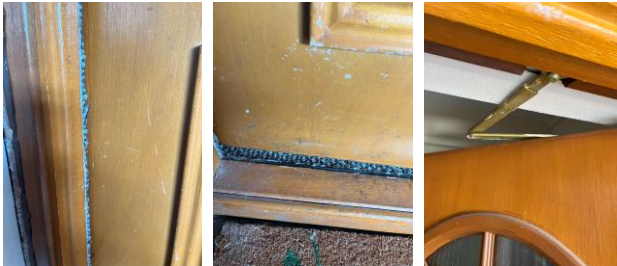
**7) Individual flat doors are FD30s rated composite fire door construction. Flats 18 and 20 have installed an additional front door creating a small lobby area, these additional doors are not fire rated. See observations in section 19.**





8) Access to flats was gained during the fire risk assessment to ensure entrance doors have not been tampered with by residents etc.

**9) Flat 10 entrance door is failing to reliably self-close due to carpet that has been fitted over the threshold and within the frame. The tenant should remove the carpet that is affecting the door.**



**10) Flat 18 entrance door is failing to self-close because the overhead self-closer has been removed. This is a leaseholder property. Leaseholder has stated they will remove any replacement self-closer.**



**11) Ground floor electrical cupboard has a small hole in the ceiling leading to the first floor and a small hole at floor level that the waste pipe comes through from the flat next to the cupboard. These holes require firestopping.**





- 12) Roof access is gained on the first floor by flat 16 through a roof hatch that is secured by 2 padlocks.



- 13) The roof space was viewed in the survey and adequate compartmentation was identified up to the roof line.



- 14) Outside flat 12 is an airbrick that has an intumescent cover.



## Section 11

### Fire Fighting Equipment

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

## Section 12

### Fire Signage

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- 1) Fire door keep shut signs are displayed where appropriate. All resident meter cupboards display "Fire Door Keep Locked" sign.



- 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) 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**

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- 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 Bryan Low.
- 4) The fixed electrical installation shall be tested every 5 years. The date of the last test was 24/2/25

**APPROVED CONTRACTOR** **Dodd Group**

This certificate is not valid if the serial number has been detached or altered. 31199761 **EICR18.3C**

**ELECTRICAL INSTALLATION CONDITION REPORT**  
Issued in accordance with BS 7671:2018 (as amended) - Requirements for Electrical Installations

PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION	
<b>DETAILS OF THE CONTRACTOR</b>	<b>DETAILS OF THE CLIENT</b>
Registration ref.: 004786004 (Where applicable)	Contract Reference Number (CRM): N/A
Trading Title: Dodd Group (Midlands) Ltd	Name: Sandwell Council
Address: Unit 1 Rabone Park, Rabone Lane, Smethwick	Address: Oldbury, West Midlands
Postcode: B66 2NN	Postcode: N/A
Telephone: 0121 565 0000	Telephone: N/A
<b>DETAILS OF THE INSTALLATION</b>	
Group: Tenant	UTM: N/A
Address: 10-20 Martley Road, Oldbury, West Midlands	Address: N/A
Postcode: B69 1DZ	Postcode: N/A

**PART 2: PURPOSE OF THE REPORT**

Purpose for which this report is required: Test and inspect for communal power to ensure safety for continued use.

Date(s) when inspection and testing was carried out: 19/02/2025 - 21/02/2025. Records available (EICR): N/A. Previous inspection report available (EICR): N/A. Previous report date: N/A.

**PART 3: SUMMARY OF THE CONDITION OF THE INSTALLATION**

General condition of the installation (in terms of electrical safety): Installation in generally in good condition, install is of an age of a older version of the reg(10th edition)

Description of premises: Dwelling ( ☒ ) Commercial ( ☐ ) Industrial ( ☐ ) Other (include brief description): N/A

Estimated age of electrical installation: ( ☐ 25+ ) years. Evidence of additions or alterations: ( ☒ ) if less, estimated age: N/A years. Overall assessment of the installation for continued use: **Satisfactory/Unsatisfactory\*\*** (see annexes)

\*The unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) 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.

**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 Schedule, 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 (signature) on behalf of the contractor identified in PART 1: LEON WALKER. Signature: [Signature] Date: 21/02/2025

I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 21/02/2025 (date)

One reason for recommendation: N/A

The proposed date for the next inspection should take into consideration any negative or dangerous requirements and the frequency and quality of maintenance that the installation can reasonably be expected to maintain during its intended life. The period should be agreed between relevant parties.

**REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR**

Name (signature) on behalf of the contractor identified in PART 1: STEPHEN TIMBRELL. Signature: [Signature] Date: 05/03/2025

This report is based on the model forms shown in Appendix B of BS 7671:2018 (as amended).  
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Enter a L\* or value in the respective fields, as appropriate.  
Where an item is not applicable insert N/A

Please see the Notes for recipients Page 1 of 8

- 5) Portable heaters are not allowed in any common parts of the premises.
- 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.

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



- 8) 2<sup>nd</sup> floor has door entry system power supply unit installed on the wall, this is secure and away from resident's reach, all cabling is housed within boxed metal trunking above.



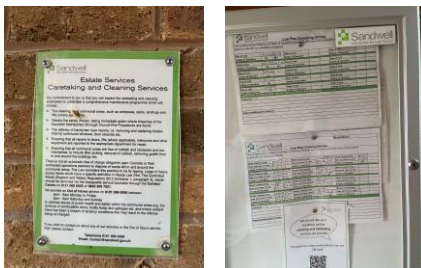
## Section 15

### 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

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

## Section 17

### Arson Prevention

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



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



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



## Section 18

### Storage Arrangements

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- 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) Residents have individual storage cupboards internally and externally which they keep secured by means of own keys.



## Section 19

# Additional Control Measures. Fire Risk Assessment - Action Plan

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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:

Martley Road 10-20

Date of Action Plan:

5/08/2025

Review Date:




<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
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Fire Risk Assessment

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10/5	Ground floor service cupboard budget lock defective – repair or replace.		P2	1-3 months Fire Rapid Response	
10/6	1 <sup>st</sup> floor service cupboard budget lock defective – repair or replace.		P2	1-3 Months Fire Rapid Response	
10/9	Flat 10 Remove carpet from step / threshold and frame to enable fire door to self-close fully.		P2	1-3 Months Housing Manager	

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## Fire Risk Assessment

10/10	Flat 18 reinstall self closer that has been removed.		P3	3-6 Months Leasehold Manager	
10/11	Fire stop Ground floor electrical cupboard small hole in the ceiling leading to the first floor and a small hole at floor level that the waste pipe comes through from the flat next to the cupboard.		P2	1-3 Months Fire Rapid Response	

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### Observations

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



Flats 10 & 16 have windows that open into the common area, it is assumed that these windows are from the bathrooms of the flats, for future renovation works integrity of the compartmentation between flats and the common area needs to be considered e.g. fire-resistant glazing could be installed.



Flats 18 and 20 have non-fire rated timber doors installed on the front of the alcoves. The doors are secured by a mixture of Mortice and Yale type key locks. These doors should be removed or considered for replacement, to certified self-closing FD30s door sets, on the next refurbishment of the block.



### Signed

	Fire Risk Assessor	Date: 19 <sup>th</sup> August 2025
	Team Lead Fire Safety	Date: 19 <sup>th</sup> August 2025

## Appendix 1

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


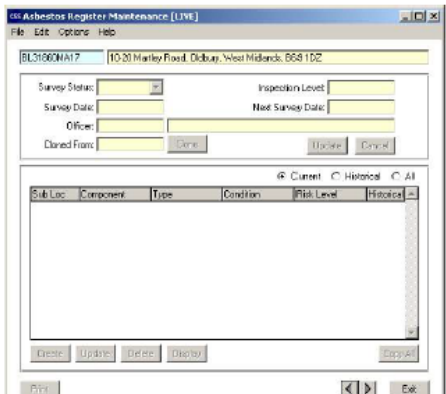
Name of property: Martley Road 10-20

Updated: 06/07/2022

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 <a href="tel:01215695077">Tel:- 0121 569 5077</a> ).		

<b>Asbestos Survey</b>		Property Address 10-20 Martley Road, Oldbury, B69 1DZ		✓ Office use	
Surveyed by JOHN DAVIS		Date 20/03/14		Checked by DEREK STILL	
Reason for request		HSG 264 - Survey Report Type		Date 20/1/20215	
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 ?		TWO STOREY LOW RISE BLOCK	
				Year Built 1961	
				<p>Notes / including details of similar property surveys completed.</p> <p><b>**NO ACCESS TO MAIN ROOF SPACE DURING SURVEY**</b></p> <p><b>**LANDING STORE CUPBOARDS BY FLAT FRONT DOORS NOT SURVEYED – SEE INDIVIDUAL FLAT SURVEYS FOR INFORMATION**</b></p> <p>Page 2 updated on the 06/07/2022 by Dave Jasper</p>	
<p>Building Surveyors 0121 569 5077</p>				<p>Asset Team – Investment Division Operations &amp; Development Centre Roway Lane Oldbury B69 3ES</p>	



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

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

SHAPE: Sandwell MBC's integrated ICT solution holds the Company Asbestos Register. The Asbestos Register is interrogated when completing the asbestos survey report to ensure that ACM's in similar properties are considered where relevant. The Register holds details of all suspected or confirmed ACM's identified during Refurbishment & Demolition programmes as well as Repairs activities for the past 11 years. If potential ACM's have been identified within difficult to survey areas such as Cavity Walls, Floor voids etc these will be highlighted within the report. The interrogation of the Company Asbestos Register complements 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

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