

Fire Risk Assessment

Martley Road 36-46



**Martley Road, Oldbury,
B69 1DZ**

Date Completed: 4th August 2025

Officer: M Zafeer Fire Risk Assessor

Checked By: Anthony Smith Building Safety Manager

Current Risk Rating = Tolerable

Subsequent reviews

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

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Section

0

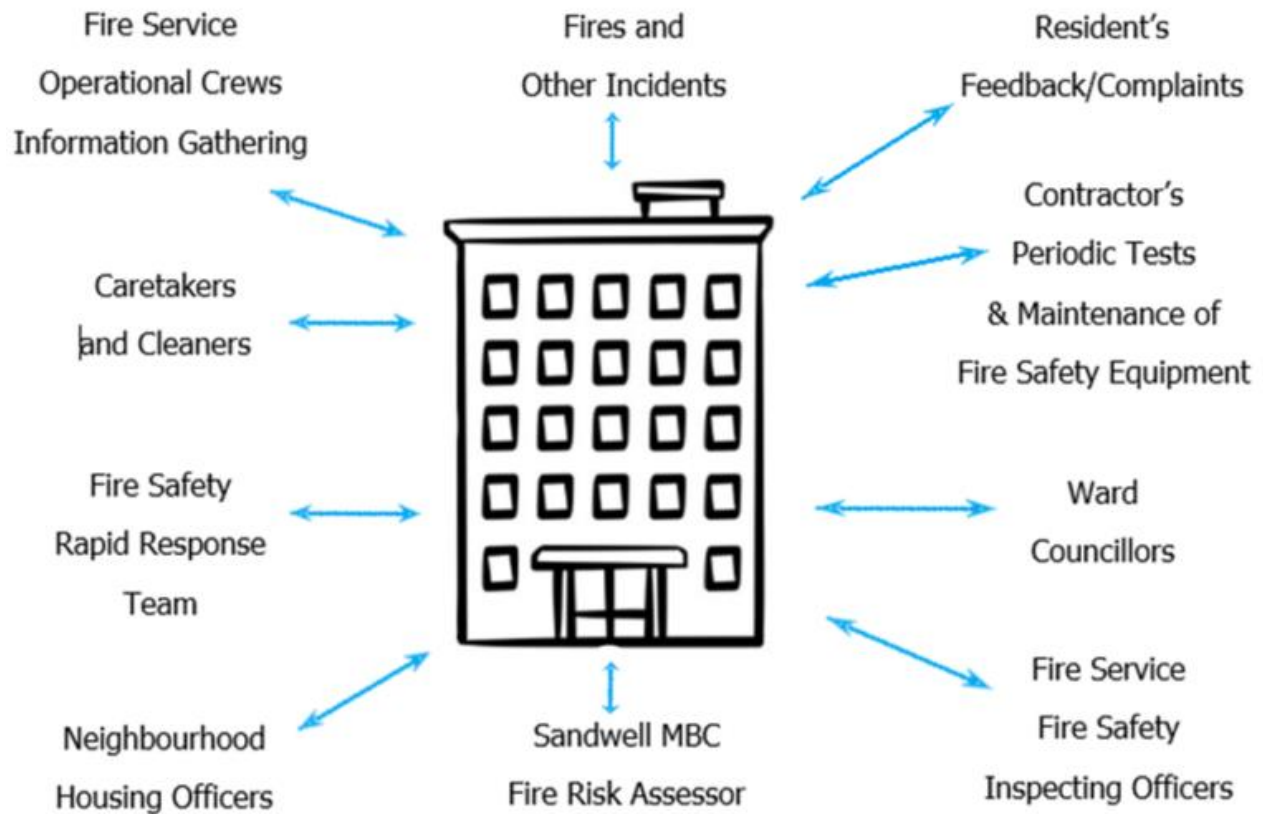
Introduction

The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order”*.

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

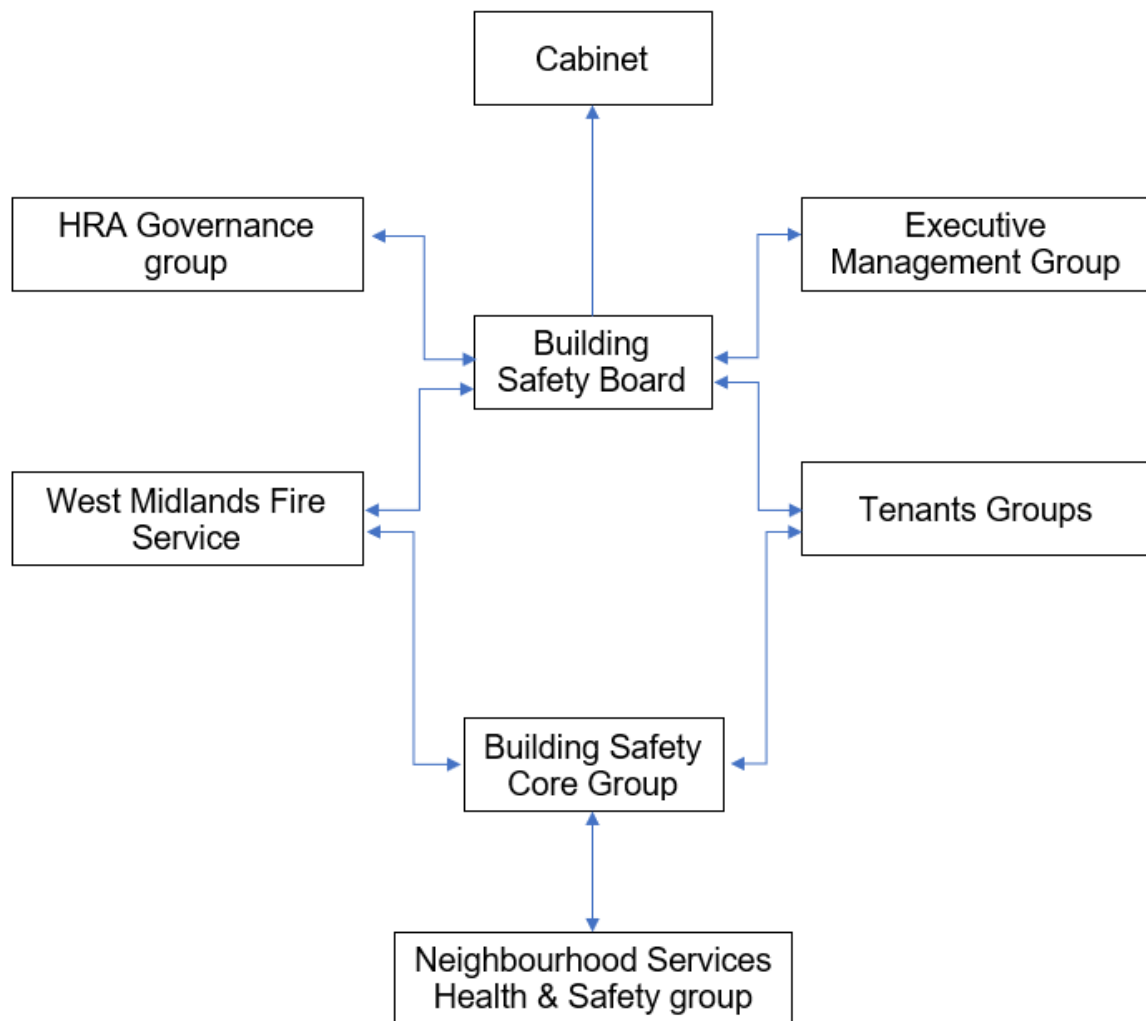
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and become the current fire risk assessment. The previous fire risk assessment will be retained in the building safety case for that building.

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



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

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



To summarise the fire risk assessment, in this scenario the RR(FS)O requires the prescribed information to be recorded. The prescribed information is the significant findings of the fire risk assessment and those groups or persons especially at risk from fire. This is recorded here in [section 1](#). Also required to be recorded under article 11, are the fire safety arrangements for the planning, organisation, control, monitoring and review of the preventative and protective measures. The information shown above is part of this requirement.

Section

1

Significant findings

The significant findings (executive summary) of the Type 1 fire risk assessment include those measures that have been or will be undertaken by the responsible person in order to comply with the RR(FS)O 2005.

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	<p>External Envelope</p> <p>The block is constructed of traditional brick with UPVC windows units to the flats and UPVC window frames to the communal stairways.</p> <p>Spandrel panelling 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 with from the underside it is clad in timber tongue and groove.</p>	Trivial

Section 7	Means of Escape from Fire <ul style="list-style-type: none"> • 1st floors landing and outside flat entrance, there are numerous amounts of plastic plants in wicker baskets. 	Tolerable
Section 8	Individual flats are fitted with hardwired smoke detection to an LD3 standard.	Trivial
Section 9	Emergency Lighting <p>Due to the block being only 2 floors it is not required to have emergency lighting.</p>	Trivial
Section 10	Compartmentation <p>Individual flat entrance doors are FD30s rated composite fire doors.</p> <ul style="list-style-type: none"> • Ground floor and first floor have timber framed windows with Georgian wired glass installed in flat 36 and 42, these are openable into the communal areas. • First floor electrical cupboard door and frame are damaged; door is left open. 	Tolerable
Section 11	Fire Fighting Equipment <p>The premises have no provision for firefighting equipment.</p>	Trivial
Section 12	Fire Signage <p>There is sufficient Fire door keep shut signs & No Smoking signs in place.</p> <p>Electrical cupboards have 'fire door keep shut' signs</p>	Trivial

Section 13	Employee Training All staff receive basic fire safety awareness training.	Trivial
Section 14	Sources of Ignition EICR, the date of the last test was on the 16/07/25 Electrical supply is shared by 36 - 46 & 48 - 58	Trivial
Section 15	Waste Control Caretakers undertake regular checks and bins are stored away from the building. Refuse bins are to the rear against brick wall, away from residential block <ul style="list-style-type: none"> Storage of a bundle of straw with other combustible within electrical cables in the roof space 	Tolerable
Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
Section 17	Arson Prevention There is external lighting, and a door entry system prevents unauthorised access.	Trivial

Section 18	Storage Arrangements Residents have their own internal store cupboards next to their flat entrances which are kept secure with their own locks. Theres are also external storage set within a compound away from the main block, these are secured by residents with their own locks.	Trivial
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Risk Level Indicator

The following simple risk level estimator is based on commonly used risk level estimator:

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Considering the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low ☐ Medium ☒ High ☐

In this context, a definition of the above terms is as follows:

Low Unusually low likelihood of fire because of negligible potential sources of ignition.

Medium	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
High	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Considering the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

In this context, a definition of the above terms is as follows:

Slight harm	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
Moderate harm	Outbreak of fire could foreseeably result in injury including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
Extreme harm	Significant potential for serious injury or death of one or more occupants.

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

After carrying out a Type 1 fire risk assessment on 36 - 46 Martley Road, in my conclusion, the likelihood of a fire is of a medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment.

These hazards include

- 1st floors landing and outside flat entrance, there are numerous amounts of plastic plants in wicker baskets.
- Ground floor and first floor have wood framed windows with Georgian wired glass installed in flats 36 and 42, these windows are openable into the communal areas, on investigation they are installed in the bathroom of the flat which is of low risk, but for any future renovations this situation needs to be considered. This issue has been raised with Capital Investment Team by email 12/08/2025.
- First floor electrical cupboard door and frame are damaged; door is left open.
- Storage of a bundle of straw with other combustible within electrical cables in the roof space

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm. This is because, all flats have FD30s composite entrance doors, smoke detection to a standard minimum of LD3 installed in all flats, two final exit doors and a stay put unless fire strategy is in place.

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

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

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

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

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

Section

2

People at Significant Risk of Fire

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

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

Sandwell Council is currently writing a policy and procedures for Personal Emergency Evacuation Plans (PEEPs). This is based on tenants identifying themselves as requiring a PEEP. This will be reliant on the outcomes of the government consultation which is yet to be published.

Residents are responsible for letting us know whether they might need a Personal Emergency Evacuation Plan (PEEP). The Resident Engagement Officers (Fire Safety) will conduct an assessment visit upon request. Any risk-reduction measures that are found where a PEEP is necessary and completed will be documented and taken quickly. With the consent of the resident, we will make a referral for West Midlands Fire Service to conduct a Safe and Well visit.

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

Section 3

Contact Details

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

The Chief Executive has put a structure in place to support the management of the site.

This includes the role of Building Safety Manager who has duties as defined within the Regulatory Reform (Fire Safety) Order 2005.

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

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

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

Section 4

Description of Premises

Martley Road 36-46
Martley Road
Oldbury
B69 1DZ

Description of the Property

The low-rise block was constructed in 1961 using a traditional brick cavity build.



The building consists of 2 floors with each floor containing 3 flats.

Flats 36,38,40 are on the ground floor

Flats 42,44,46 are on the 1st floor

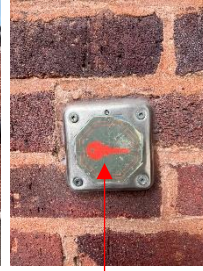
Internally there is one central concrete staircase that allows access to the 1st floor.

Entrance to the building is accessed through the main entrance, which is slightly set back from the rest of the building, the entrance is of timber framed door with aluminium trim and kick panel below, door inserts are installed with glass and the timber side inserts are installed with Spandrel panels.

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



Front entrance and fob



Rear entrance and fob



Firefighters Override Switch

Externally the building has a brick and wood fenced perimeter with a courtyard to the rear that accommodates the refuse bins which are up against a brick wall within an aluminium section, there's residents' garages and storage also to the rear.



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

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.

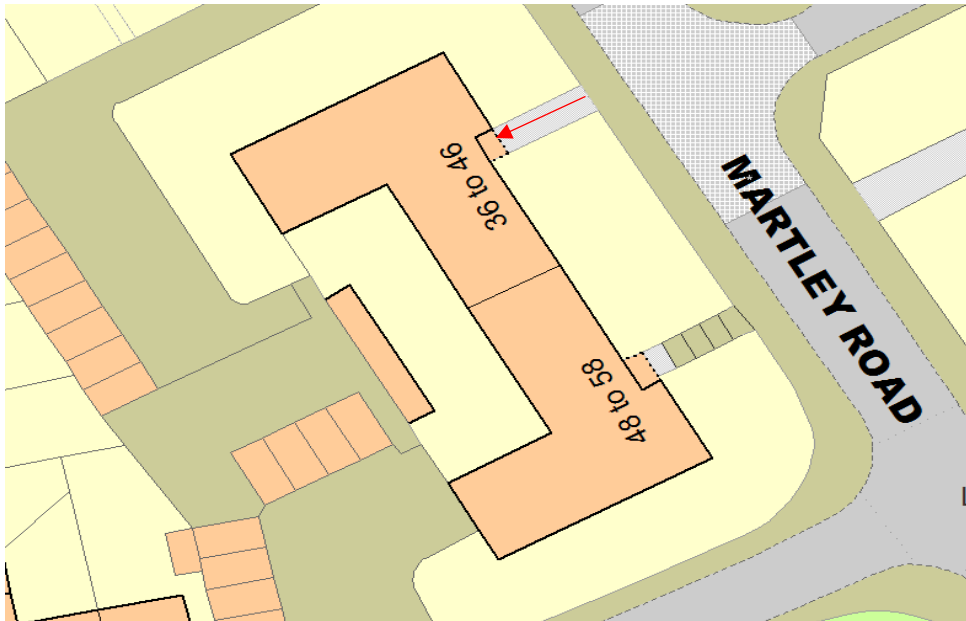
High/Low Rise	Low-Rise
Number of Floors	2
Date of Construction	1961
Construction Type	Traditional brick
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	No
Refuse Chute	No
Access to Roof	Loft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

Persons at Risk

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

Section 5

Building Plan



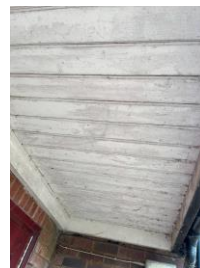
Section 6

External envelope

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

The materials used within the external construction at Martley Road present an acceptable level of risk to fire.

- 1) The external construction of the building is predominantly brick with UPVC fascia just before the roof, the block roof is a tiled pitched type. There is a canopy that is constructed over the front entrance, the underside of this canopy is clad in timber tongue and groove, this is below a 1st floor window.



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



UPVC Units to the front, side and rear of the building

- 3) On the front and rear elevation of the building, there are Spandrel panels installed under the rear entrance and stairwell window units.



Rear Spandrel panelling under the window units

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

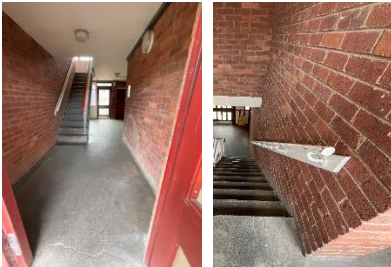


- 5) There is access to the roof from an internal hatch.

Section 7

Means of Escape from Fire

- 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 are throughout the communal block.



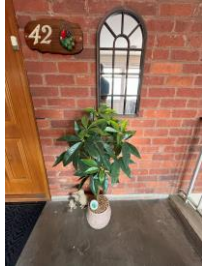
- 3) There is a timber framed window with Georgian Wired glass installed in flat 42. It is not known whether the window can be opened, it seems that this window opens from a bathroom which is considered a low-risk room. This is noted in 10,13 (Compartmentation)



- 4) First floor flats 42,44,46, have door mats outside the front entrance, the fire rating is not known on the door mats.
 - 5) **Placement of ornamental plastic plants outside Flats 44 and 46, these are seen as a trip hazard and combustible, outside flat 42, there is a large plastic plant placed in the communal hallway which compromises the escape route.**
-



Flat 42



Flat 44



Flat 46

- 6) A large rug has been placed over the rails of the first-floor landing area, it drapes over towards the stairwell, there is a risk of it slipping over on to the stairs or onto the route of means of escape. This was however removed by tenant.



- 7) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum
- 8) 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.

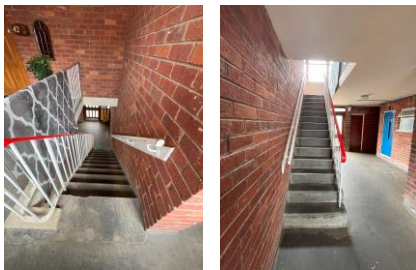
On this occasion there were many items of combustion listed above.



- 9) On the 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 premises.



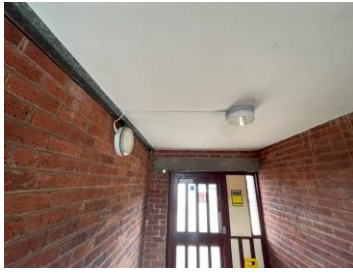
- 10) The premises consists of a single staircase that provides means of escape, this is located as you enter the building, The stairs have a secondary handrail installed on the wall narrowing its initial width, it has been measured and 750mm in width which is acceptable.



- 11) Flat 46 on the 1st floor has a window that exits out on to the front entrance canopy. The building is within the 4.5m threshold in height which is measured from the ground to the floor of the 1st floor flat.



- 12) Emergency lighting is not present in the block, this is due to the block being no more than 2 floors, the block has standard lighting installed in the communal hallway, covering the stairs and landing.

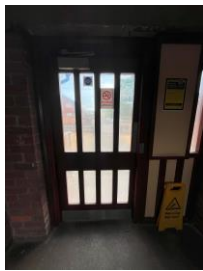


Ground

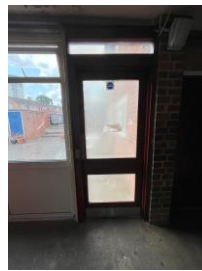


First

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



Front door entry/exit



Rear door entry/exit



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



Front final & Rear final exit

Section 8

Fire Detection and Alarm Systems

- 1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats the equipment is subjected to a cyclical test.
- 2) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD3 Standard.

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

Flat 40 inspected for smoke detection – smoke detection in hallway
LD3

Flat 44 inspected for smoke detection – smoke detection in hallway,
lounge – LD2



Flat 40

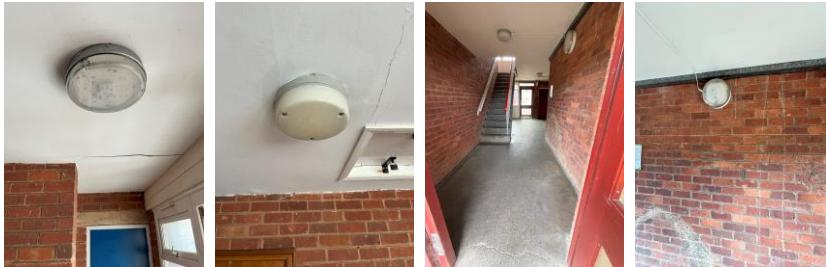


Flat 44

Section 9

Emergency Lighting

- 1) The premises does not have a sufficient emergency / escape lighting system in accordance with BS 5266. This is due to the block being no more than 2 floors, there is standard lighting present in communal hallway, over the stairs and landing.



Section 10

Compartmentation

This section should be read in conjunction with Section 4

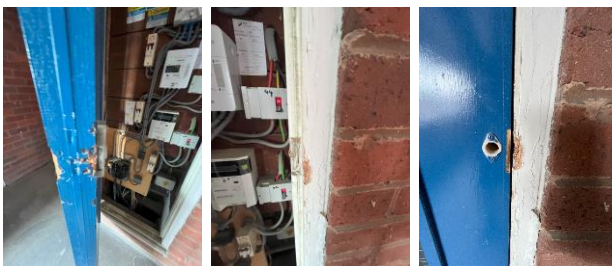
- 1) The building is designed to provide as a minimum 1- hour vertical fire resistance and 1- hour horizontal fire resistance.
- 2) Due to the premises having an open plan stairwell, provisions are in place to limit any potential risks in the communal area. The limit of combustibles and ignition sources are of a low level, alongside the use of FD30s fire rated fire doors to individual flat entrances, sufficient fire stopping in service cupboards, provides acceptable compartmentation between the communal area, flats and service cupboards. There is a cyclical programme to ensure fire stopping as not been compromised by third parties e.g. contractors and where applicable enhance the fire stopping.
- 3) All service cupboards on each floor containing residents' meters are lockable with a budget key.



Ground floor Riser

1st floor Riser

- 4) **The 1st floor electrical cupboard door and frame is damaged around the locking mechanism area.**

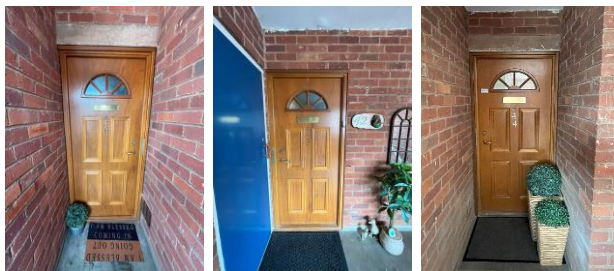


5) A variety of methods and materials have been used to achieve fire-stopping including Rockwool and intumescent pillows were needed.

6) All individual flats are installed with FD30s rated composite doors.



Ground floor flats 36,38,40



1st floor flats 42,44,46

7) Resident internal cupboards are secured by a notional non fire rated doors, these doors are secured by keys that are kept by residents.



- 8) First floor resident's electrical cupboard has a cavity within it that leads towards the ground floor cupboard, have investigated ground floor cupboard to see if any breach in compartmentation, there is no evidence of any breach within the ground floor electrical cupboard.



Electrical cupboard from 1st floor & ground floor electrical cupboard

- 9) Roof access is gained through a roof hatch on the first-floor landing near flat 44. This hatch is secured by 2 Abus padlocks, the hatch door seems adequate with no evidence of any gaps around the fit into the hatch frame.



- 10) Roof space investigated for compartmentation, there is suitable compartmentation in the form of block work, which is intact along the roofline, there are no other visible cavities or breaks in the compartmentation.



- 11) On the first floor, there is a window with Georgian wired glass, this is part of flat 36. This has been noted in section 10, Compartmentation.



- 12) There is a timber framed window with Georgian wired glass installed in flat 42. This has been noted in section 10, Compartmentation.



- 13) Flat 40 was accessed to check condition of door, door closure, smoke seals and intumescent strips, there was no tampering from resident of the door closure, door closure test was done from the required 15 degree opening of the door, door closed as it should into the frame, smoke seals are intact and continuous, no damage to the door on both sides.

- 14) Outside flat 38 there is an air brick, it is covered with an Intumescent cover.



Section

11

Fire Fighting Equipment

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

Section 12

Fire Signage

- 1) Fire door keep shut signs are displayed where appropriate. All resident meter cupboards display "Fire Door Keep 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) Yellow LPG warning signs are not displayed within the block. [refer to section 18](#)
- 4) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.



Section 13

Employee & Resident Training/Provision of Information

- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking teams are not currently trained in the effective use of fire extinguishers.
- 4) Fire safety has been provided as part of tenancy pack.
- 5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.

Section 14

Sources of Ignition

- 1) Smoking is prohibited on entrance and within any communal parts of the building in line with Smoke Free England legislation.
- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager.
- 4) Other portable electrical equipment as used by residents in communal areas is also subject to periodic PAT testing.
- 5) The fixed electrical installation shall be tested every 5 years. The date of the last test was on the 16/07/25, the next test date is 16/07/30

PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION	
DETAILS OF THE CONTRACTOR Registration No: 004788004 Branch No: 004 Trading Title: Dodd Group (Midlands) Ltd Address: Unit 1 Rabone Park, Rabone Lane, Smethwick Postcode: B66 2NN Tel No: 0121 585 8000	DETAILS OF THE CLIENT Contractor Reference Number (CRN): N/A Name: SMBC ELECTRICAL Address: Sandwell Homes, Operations & Development Centre, Roway Lane, Oldbury, West Midlands Postcode: B69 3ES Tel No: N/A
DETAILS OF THE INSTALLATION Occupier: Landlord UPRN: N/A Address: 36-48 Martley Road, Oldbury, West Midlands Postcode: B69 1DZ Tel No: N/A	
PART 2: PURPOSE OF THE REPORT Purpose for which this report is required: To test and inspect the fixed wiring installation within the property to ensure safe for continued use, as requested by Client Date(s) when inspection and testing was carried out: 16/07/2025 Records available (BS11): <input checked="" type="checkbox"/> Previous inspection report available (BS11): <input checked="" type="checkbox"/> 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 is generally in good condition and complies with the current version of BS7671 with the exception of any items mentioned in observations and is safe for continued use. Proteus metal clad consumer unit installed. Description of premises: Dwelling: <input checked="" type="checkbox"/> Commercial: <input checked="" type="checkbox"/> Industrial: <input checked="" type="checkbox"/> Other (include brief description): Communal area for block of flats Estimated age of electrical installation: 30 years Evidence of additions or alterations: <input checked="" type="checkbox"/> if Yes, estimated age N/A years Overall assessment of the installation for continued use: Satisfactory Unsatisfactory **An 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 6, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (PART 5) and the attached Schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 6 of this report. Name (capital) on behalf of the contractor identified in PART 1: HARPREET SINGH Signature: [Signature] Date: 18/07/2025 I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 18/07/2030 (date) Give reason for recommendation: N/A The proposed date for the next inspection should take into consideration any legislative or licensing requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties. REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR Name (capital) on behalf of the contractor identified in PART 1: CHRIS NAVEN Signature: [Signature] Date: 18/07/2025	
This report is based on the model forms shown in Appendix 6 of BS 7671: 2018 (as amended) © Copyright Certsure LLP (August 2024) Enter a (✓) 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 23	

- 6) All electrical cable supplying power to flats via the electrical risers are encased in metal boxed trunking which is installed on the ceiling away.



- 7) Portable heaters are not allowed in any common parts of the premises.
- 8) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.
- 9) All Residents service cupboards on each floor are housed behind a FD30s fire rated doors. All cupboards are free from any combustibles.



- 10) Gas appliances and pipework (where installed) are subject to annual testing and certification. This contract is managed by the in-house Gas team. Gas supply to this premises is internal.
- 11) 1st floor has door entry system power supply unit installed on the wall; this was not secured shut at the time of FRA. Email has been sent to the door access control team to have these units made secure.



Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) There is no record of daily cleaning or caretakers visiting the site. Emailed Estate Services to query scheduled site cleaning.
- 3) Refuse bins are stored to the rear of the building. Bins Are regularly emptied.



- 4) **Within the roof space, there is a bale of straw alongside what looks like a fabric of some sort over the top of it, this is amongst electrical cables. Will need to be removed.**



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



- 6) 'Out of Hours' service is in place to remove bulk items.
-

Section 16

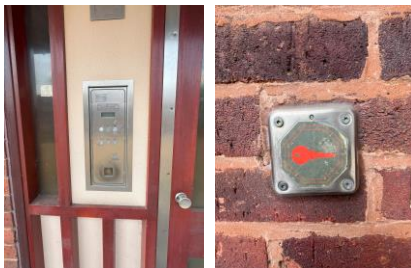
Control and Supervision of Contractors and Visitors

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

Section 17

Arson Prevention

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



- 3) There was no current evidence of arson when the FRA was carried out.
- 4) The perimeter of the premises is well illuminated with wall lighting to both front and rear.



Front lighting Rear lighting

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

Section 18

Storage Arrangements

- 1) Residents instructed not to bring L.P.G cylinders into block.
- 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
- 3) No Flammable liquids stored on site by Caretakers / cleaners.
- 4) There are no flammable liquids or gas cylinders stored on site.
- 5) Residents have individual storage cupboard internally and externally which they keep secured by means of own keys.



External garages & stores



Internal resident's cupboards

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:

36 – 46 Martley Road

Date of Action Plan:



12th August 2025

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Prio rity	Timescale and Person Responsible	Date Compl eted
7/4	Ornamental plastic plants outside Flats 42,44 and 46. These needs removing.		P2	1-3 Months Housing Team	

Fire Risk Assessment

10/4	First floor electrical cupboard, damage around the lock area on the door and frame. Will need repairing		P2	1-3 Months Fire Rapid Response	
15/4	Roof space, there is a bale of straw alongside with fabric amongst electrical cables. Will need to be removed.		P2	1-3 Months Fire Rapid Response	

Observations

Flats 36 & 42 have timber framed 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.



Fire Risk Assessment

Signed

M. Zia.	Fire Risk Assessor	Date: 12th August 2025
A. Smith	Team Lead Building Safety	Date: 12 th August 2025

Appendix 1

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


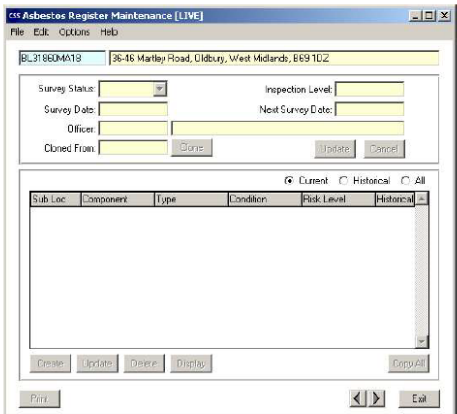
Name of property: 36 – 46 Martley Road

Updated:

Premise Manager: Rachel Price

Tel. No.: 0121 569 2975

Hazard	Location	Information/Comments
An asbestos survey has been undertaken and is held by S.M.B.C. Investment Division (Derek Still Tel:- 0121 569 5077).		

Asbestos Survey		Property Address		36-46 Martley Road, Oldbury, B69 1DZ				✓ Office use			
Surveyed by		JOHN DAVIS		Date		20/03/14		Checked by		DEREK STILL	
				Desktop Check		✓		Site Check			
Reason for request		HSG 264 - Survey Report Type		Date		20/05/2020					
Investment Void		Refurbishment Survey		Property Description							
Investment Tenanted		Management Survey		✓		TWO STOREY LOW RISE BLOCK					
R & M Void		SHAPE Interrogated.		✓							
R & M Tenanted		No Existing SHAPE Data.		✓							
Medical / Emergency - Heating Works		Existing SHAPE Data.									
Communal Areas		✓		Refurb Surveys Interrogated ?				Year Built		1961	
								<p>Notes / including details of similar property surveys completed.</p> <p>**NO ACCESS TO MAIN ROOF SPACE DURING SURVEY**</p> <p>**LANDING STORE CUPBOARDS BY FLAT FRONT DOORS NOT SURVEYED – SEE INDIVIDUAL FLAT SURVEYS FOR INFORMATION**</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 & Development Centre Roway Lane Oldbury B69 3ES</p>			

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 the 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 they 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, Borescope 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
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 364 – 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.