

Fire Risk Assessment

Holly Court



**Acacia Avenue, Yew Tree Estate,
WS5 4BN**

Date Completed: 05/03/2026.

Review Period: 12 months

Officer: A. Jones Building Safety Manager

Checked By: C. Hill 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/feedb ack_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, but the Council will as a minimum review:

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

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

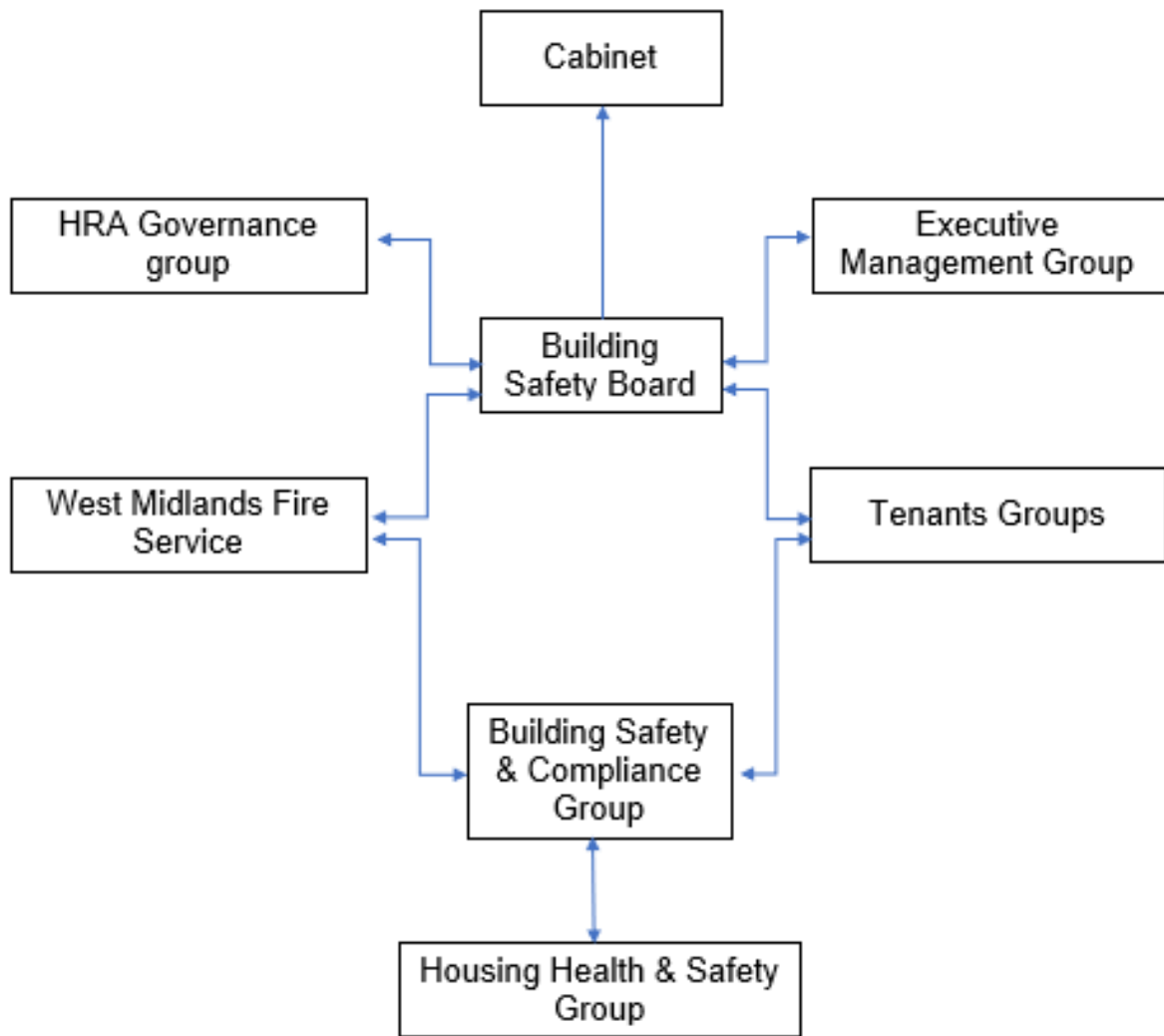
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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

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

Governance Structure



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

This is recorded here in [section 1](#). Also required to be recorded under article 11, are the fire safety arrangements for the planning, organisation, control, monitoring and review of the preventative and protective measures. The information shown above is part of this requirement.

Section

1

Significant findings

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

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	<p>External Envelope</p> <p>External façade of the building consists predominantly of traditional concrete masonry construction.</p> <p>Balconies are constructed using a cantilevered concrete slab as a base with timber rails and glass panes.</p>	Trivial

<p>Section 7</p>	<p>Means of Escape from Fire</p> <p>The block has two sets of staircases that provides a means of escape located at the front and the rear of the building.</p> <p>The means of escape are protected to prevent the spread of fire and smoke by means of notional fire doors.</p> <p>Ventilation by the means of a natural louvre vents in the rear elevation staircase and openable windows to the front elevation with an AOV being utilised at the top of the stairs.</p> <p>Missing beading on the staircase door outside flat 24 should be replaced. (Lower vision panel).</p>	<p>Tolerable</p>
<p>Section 8</p>	<p>Fire Detection and Alarm Systems</p> <p>Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats to a minimum LD3 standard. The equipment is subjected to a cyclical test.</p>	<p>Trivial</p>
<p>Section 9</p>	<p>Emergency Lighting</p> <p>The premises have a sufficient emergency lighting system in accordance with BS 5266.</p>	<p>Trivial</p>
<p>Section 10</p>	<p>Compartmentation</p> <p>The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats, stairwells, and lift shafts.</p> <p>All doors are notional 30-minute fire resistant with intumescent strips & cold smoke seals, including those in 1-hour rated walls.</p>	<p>Tolerable</p>

	<p>It was noted that the majority of staircase doors complete with side panels and service doors are at the end of life. These were found to be warped & twisted. When any future refurbishment of the building takes place, all doorsets and service doors should be replaced.</p>	
<p>Section 11</p>	<p>Fire Fighting Equipment</p> <p>The dry riser inlet cupboard is located in the ground floor lift lobby and is appropriately signed, riser outlets are available on each floor of the block.</p> <p>Portable fire extinguisher (CO2) is provided to the lift motor room.</p> <p>A hydrant is located at the rear of the building.</p> <p>The bin room is protected by a deluge /sprinkler type system.</p>	<p>Trivial</p>
<p>Section 12</p>	<p>Fire Signage</p> <p>Appropriate signage has been placed within the block including fire action notices, and fire door keep shut signs.</p> <p>The block has Wayfinding Signage depicting floor level and flat numbers are fitted to the wall adjacent to lift.</p> <p>Signage illustrating the floor location of each flat is fitted to the ground floor lobby wall. This has become defaced and needs to be replaced.</p>	<p>Trivial</p>

Section 13	<p>Employee Training</p> <p>All employees are encouraged to complete 'In the line of fire' training on an annual basis</p>	<p>Trivial</p>
Section 14	<p>Sources of Ignition</p> <p>The fixed electrical installation shall be tested every 5 years. It was noted that the last EICR inspection was recorded as 21/03/2022.</p>	<p>Trivial</p>
Section 15	<p>Waste Control</p> <p>There is a regular Cleaning Service to the premise, refuse hoppers are accessed on each floor of the rear staircase.</p> <p>Regular checks by Caretakers minimise risk of waste accumulation.</p>	<p>Trivial</p>
Section 16	<p>Control and Supervision of Contractors and Visitors</p> <p>Contractors are controlled centrally, and hot works permits are required where necessary.</p>	<p>Trivial</p>
Section 17	<p>Arson Prevention</p> <p>Restricted access to the premises by means of a door entry system.</p>	<p>Trivial</p>
Section 18	<p>Storage Arrangements</p> <p>There are no storage facilities for residents other than in their own flats within the block.</p>	<p>Trivial</p>

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

Slight Harm Moderate Harm Extreme Harm

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

Slight harm Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm Outbreak of fire could foreseeably result in injury including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm Significant potential for serious injury or death of one or more occupants.

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

Trivial Tolerable Moderate Substantial Intolerable

Comments

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

Considering the standards at the time of construction, there are a number of 30 minute notional communal fire doors with gap sizes that are deemed excessive, worn bat wing type cold smoke seals and hinges.

Although it has been noted that all of the notional doors have been upgraded with intumescent strips and cold smoke seals which does improve the original design it has been agreed that the Fire Rapid Response Team will review each door and where necessary, re-lip, re-align, remove old bat wings and oversized strips. Replace with new combined strips, new hinges, self-closers and address any defective beading if required.

Also, all service cupboards in lift lobbies are secured with budget style locks which are failing to secure the fire doors correctly therefore these locks should be replaced with suited mortice locks.

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

This is due to there being good compartmentation to include nominal FD30s doors to flat entrances, upgraded notional 30 minute fire doors to stairwells & service cupboards, suitable smoke detection to a minimum of LD3 standard within flats, automatic smoke ventilation system to the front stairwell and an alternative stairwell with fixed louvre ventilation and a Stay Put – Unless policy.

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

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

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need to be retained.
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 all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

Section

2

People at Significant Risk of Fire

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

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

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

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

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

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

**Section
3**

Contact Details

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

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

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

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

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

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

Section 4

Description of Premises

Holly Court (9-40)
Acacia Avenue
Yew Tree Estate
WS5 4BN

Description of the Property

This type 1 fire risk assessment encompasses Holly Court. The high-rise block was constructed in approximately 1965 and is approx. 21.6 metres in height. For clarity, this is from the lowest adjoining ground level to the highest habitable floor level.

The building consists of 8 storeys (inclusive of the ground floor) with each of the floors containing 4 number dwellings located off a lift lobby.

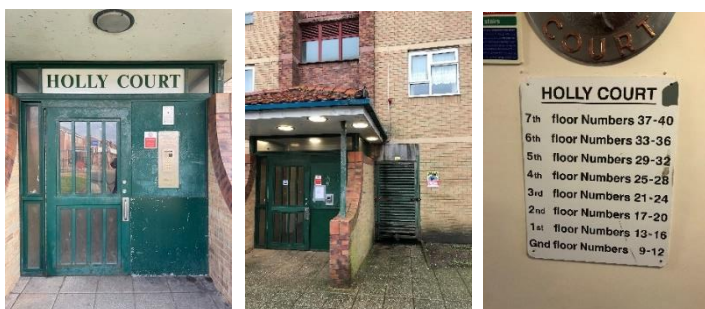


The typical structure is constructed as a reinforced concrete frame which was cast in-situ with a RC slab supported off cast in-situ RC walls/columns which stack vertically throughout. The concrete beams and columns are at regular centres and distributed evenly across the building. The typical floor slab was measured between 150- 200mm thick.

There are balconies at each level which are formed of cantilevered RC slabs tied into the main frame. The balconies would benefit from a refurbishment.

Fire Risk Assessment

There is an entrance/ exit to the front elevation to the block with an additional rear entrance/exit to the rear elevation. Front entrance acts as the main access point to the block.



Both entrances have an electronic fob reader installed giving access to the block, the front entrance also utilises an override switch in the form of a drop latch key giving access to the fire service.



The residents at the block have access to an external car park at the rear of the building, there is parking available for approx. 25 vehicles.



No major refurbishment work has been carried out at these premises.

The bin store is located to the right hand side of the rear entrance/exit to the block and is secured using a bin store padlock with a suited key.



The caretakers rest facilities are located to the left hand side of the rear entrance/exit to the block and is secured using a suited 54 key, external access only.



The nearest Hydrant is located adjacent to the rear access door by the car park.



The firefighter's white box is located to the left of the main access point of the building.



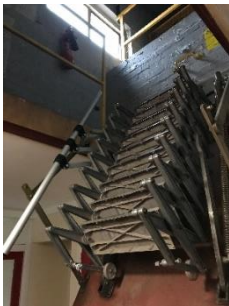
The building has 2 protected staircases that can be accessed from the ground floor to the 7th separated from the lift/flat lobby areas.



The block has a lift car that serves 7 floors.



Lift motor room is located within the roof space accessed via a loft hatch and zip ladder on the 7th floor.



Dry riser outlets are available on each floor lobby (1st – 7th) also secured within cupboards utilising Budget Locks.



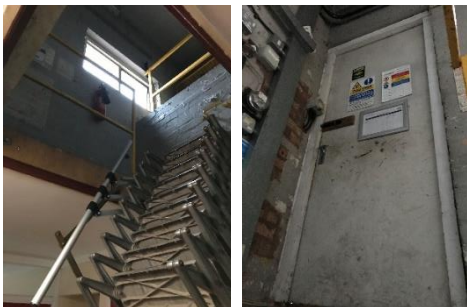
Automatic opening vents are installed at the top of the front staircase only with louvre vents located at the rear staircase.



The lift car has a fire fighter control override facility located on the ground floor above the lift lobby doors.



The building has a flat roof with access via the lift motor room accessed via a drop latch and zip ladder then leading to a full height door that takes you to the roof space.



Equipment located on the roof including telecommunication masts (EE).



On arrival Information for WMFS.

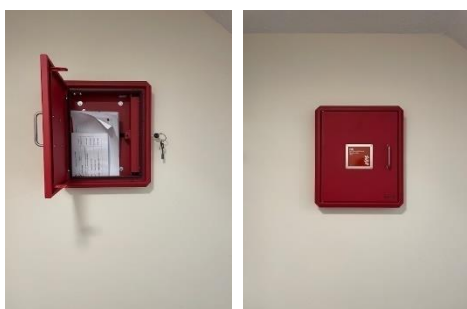
The fire fighters' white box is located adjacent the main entrance door and secured with a WMFS bridge door padlock. Keys to access all areas of the building will be held within the white box. These can be used by WMFS in the event of an emergency.



Access to the building is gained via the firefighter's door override switch (main entrance) using the drop latch key from the white box or fire appliance.



There is a Secure/Premise Information Box (SIB/PIB) located in the lobby. It is a Gerda box that utilises a standard WMFS suited key.



The SIB contains floor plans, vertical plans, orientation plans, information for WMFS and a plan to indicate the location of those with vulnerabilities who may require additional consideration if there is a fire incident (PEEP).

The nearest hydrant is adjacent the rear entrance to the building.



The Dry Riser inlet valve is located in a cupboard within the ground floor lift lobby. The dry riser cupboard is accessed utilising a utility type key, similar to a gas meter box key.



The dry riser outlet valves are located in cupboards on all floors directly above. These cupboards are also accessed utilising a utility type key, similar to a gas meter box key.

The lift has a fire fighter control switch located on the ground floor near the lift cart in the form of a drop latch system.

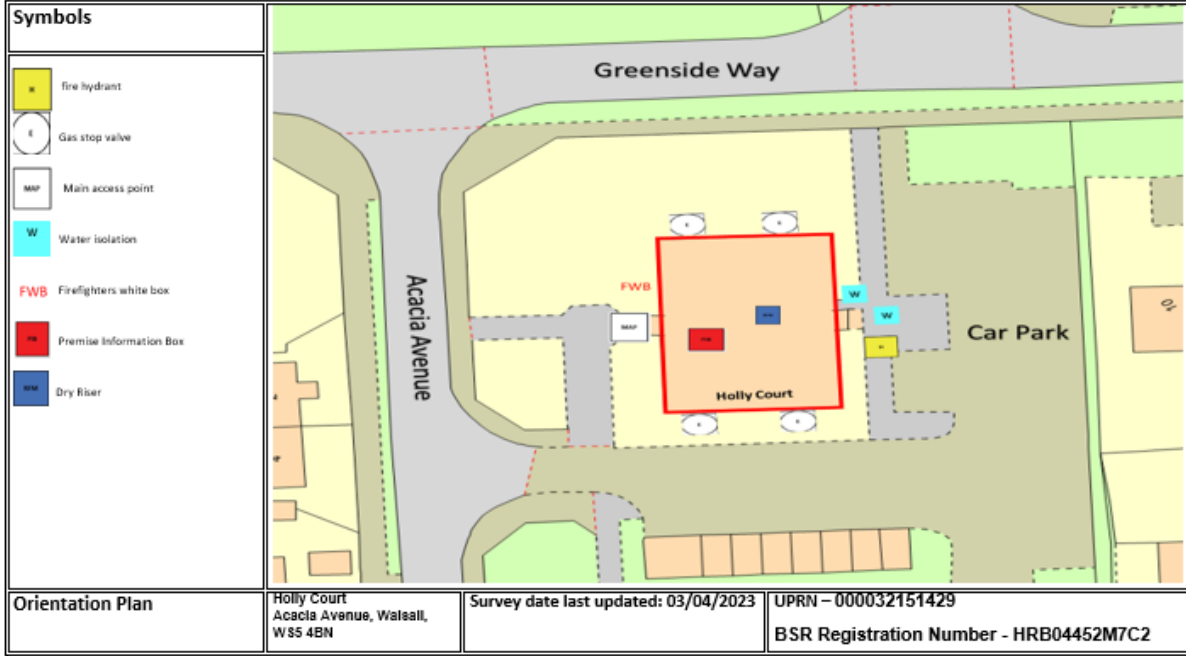


Fire Risk Assessment

Address: Holly Court Acacia Avenue W55 4BN		Survey date: 26/11/2025	ON ARRIVAL INFORMATION
BUILDING LAYOUT			
Size: Height	Approx. 21.6 metres - For clarity, this is from the lowest adjoining ground level to the highest habitable floor level.		
Construction	The high-rise block was constructed in approximately 1965 out of Wates concrete with masonry infill. Cladding materials consisting of concrete, brick and glass. The block consists of 8 storeys (inclusive of the ground floor).		
Number of floors	8 including ground floor.		
Layout	<p>The block consists of 8 storeys (inclusive of the ground floor). Each of the floors contains 4 number dwellings, Lift granting access up to the 8th floor, aluminium ladders stored in the 8th floor storage cupboard grants access to the lift motor room via a trap door. A full height door then grants access to the main roof. Equipment on roof 2 sets of staircases granting access to all 8 floors of the block located at the front and rear of the block.</p> <p>Corridors and stairs are protected by FD30s doors.</p> <p>2 sets of ingress / egress points to the block with the override switch at the MAP (main access point) , with a FWB and fire hydrant.</p>		
Lifts	1		
Types of entrance doors	Individual flat doors are predominantly FD30s rated composite construction. Communal doors within the block are timber FD30s.		
Rubbish chutes/ bin rooms	Yes		
Common voids	No		
Access to roof/ service rooms	Access to motor room via ceiling trap with zip ladder located on 7 th floor landing to lift lobby, then a timber door leads out on to the roof. Noted there is equipment located on the roof, this includes a communication mast.		
Occupants	Approx. 64 based on an average of 2 occupants per flats (32 flats)		
Evacuation strategy	Stay Put Unless- 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		
Fire alarm/ evacuation alarm	Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats.		
Caretaker/ concierge	Caretaking/cleaning service that conducts regular checks of the building		
FIREFIGHTING SYSTEMS			
Water supplies	Fire hydrant is located at the entrance of the building, fire hydrant location/ water isolation points located on the orientation plan, there is a dry riser that serves the building outlet located on the floor plans.		
Fire mains	The dry riser inlet is located within the ground floor dry riser cupboard (twin valve) secured with a type 54 suited mortice lock.		
Firefighting shafts	No firefighting lifts/shafts however there is the ability to take control of the common lift A Firefighter control switch is located within the ground floor lobby.		
Smoke control vents	Automatic smoke ventilation is employed to the head of the rear staircase, there is master reset key switch located on the top floor, The front staircase top floor window is naturally ventilated using louvers, Communal windows (other than smoke vents) can be opened without the need for a key.		
Sprinkler system	A water suppression system is provided to the refuse chute bin store.		
DANGEROUS SUBSTANCES			
Location, type, and quantity	<p>1ST , 3RD & 5TH FLOOR LANDING INCINERATOR CUPBOARD FLUE PIPES CEMENT – UNSEALED – PRESUMED – CHRYSOTILE</p> <p>LIFT MOTOR ROOM ROOF – BITUMEN – SEALED</p> <p>MAIN ROOF AREA FLUE PIPES X 3 FROM INCINERATORS – CEMENT - UNSEALED - PRESUMED - CHRYSOTILE</p>		
SERVICES			
Electricity	Electric meter cupboards located on each floor of the block		
Gas	Gas isolation points located on the orientation plan		


Orientation Plan

The location of service isolation points for gas, electricity and water are detailed on a plan located in the SIB.



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	High Rise
Number of Floors	8 (including ground floor)
Date of Construction	1965
Construction Type	Wates
External Cladding	Brick
Last Refurbished	N/a
Number of Lifts	One
Number of Staircases	Two
Automatic Smoke Ventilation to communal area	Yes
Fire Alarm System	No
Refuse Chute	Yes
Access to Roof	Access to motor room via ceiling trap with zip ladder located on 7 th floor landing to lift lobby, then a half height timber door leads out on to the roof
Equipment on roof (e.g. mobile phone station etc)	

Persons at Risk

Residents / Occupants of 32 flats

Visitors,

Sandwell MBC employees,

Contractors,

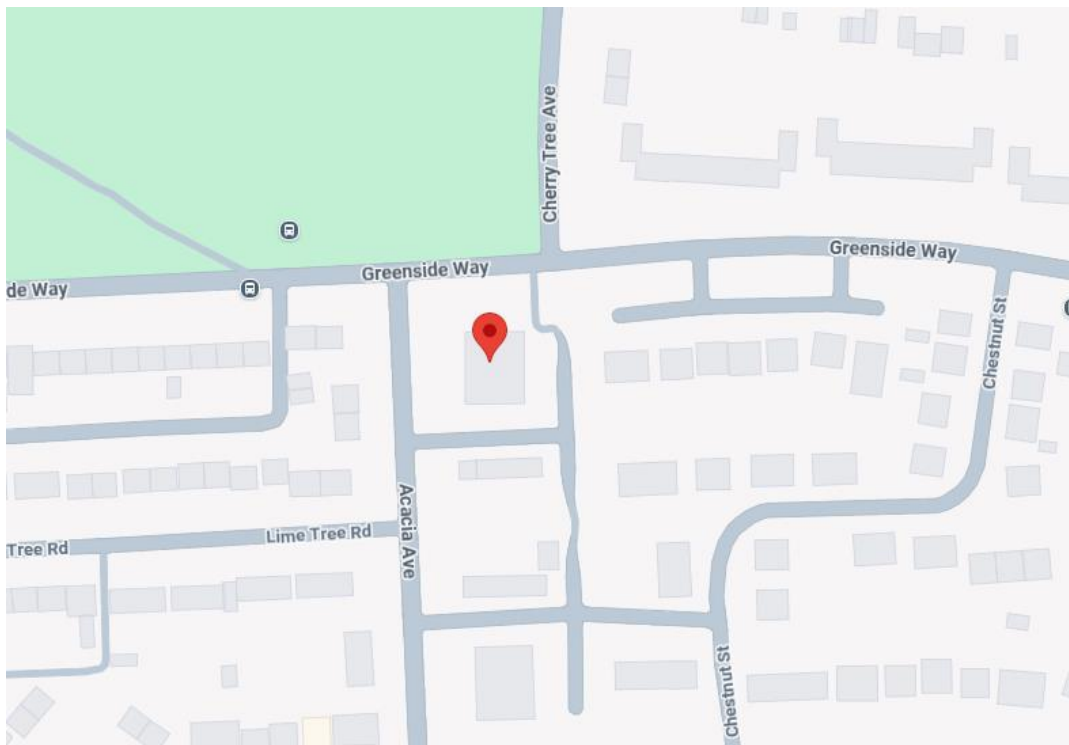
Service providers (e.g. meter readers, delivery people etc)

Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section
5

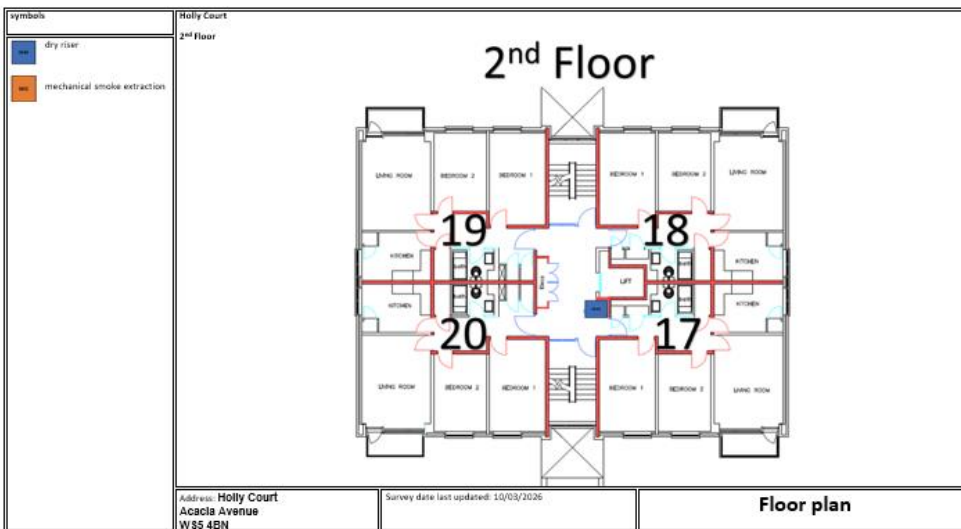
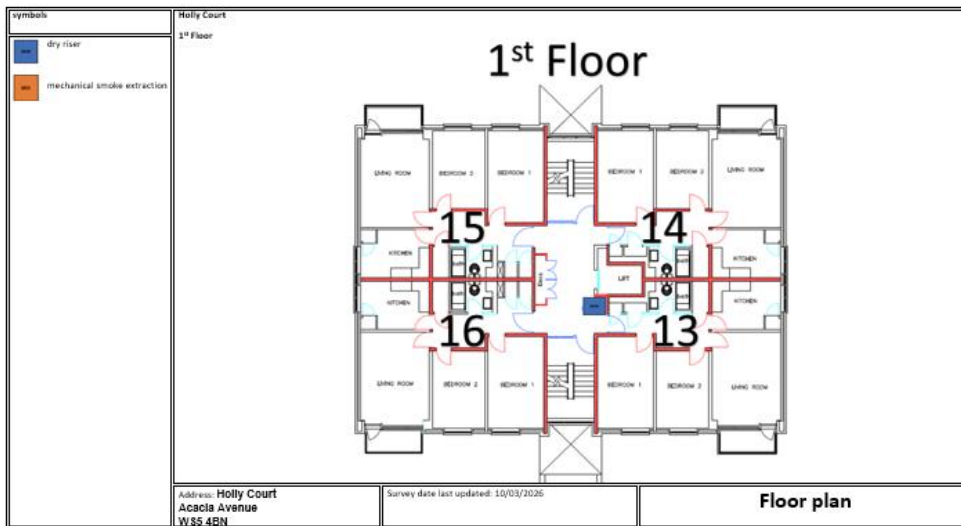
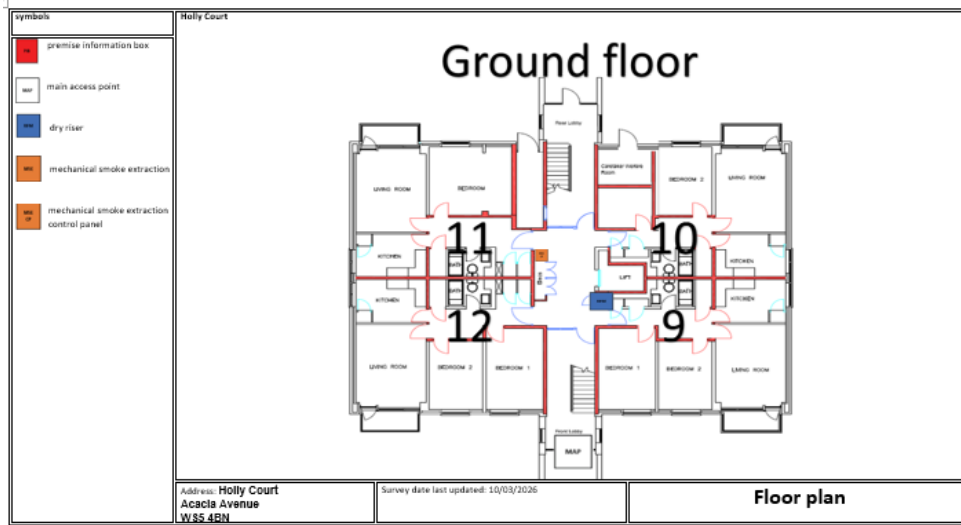
Building Plan

Aerial View

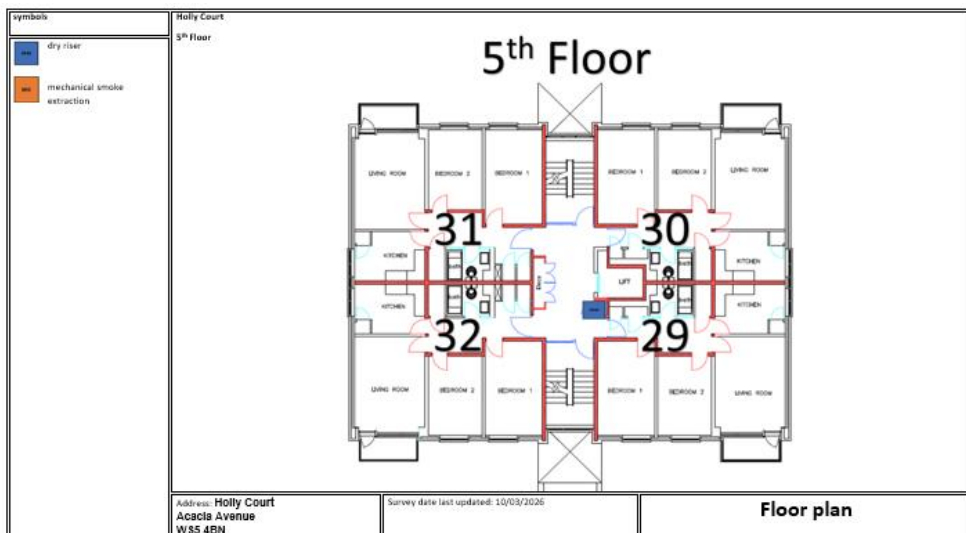
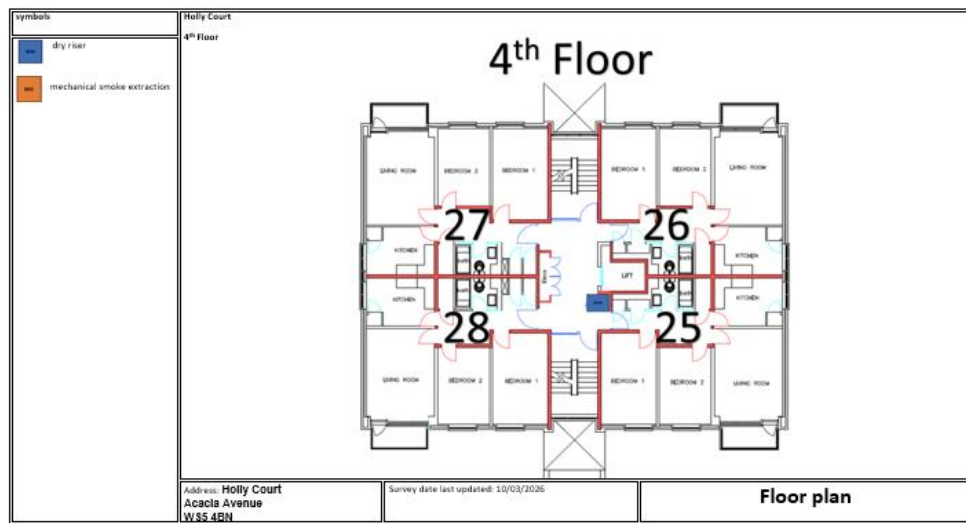
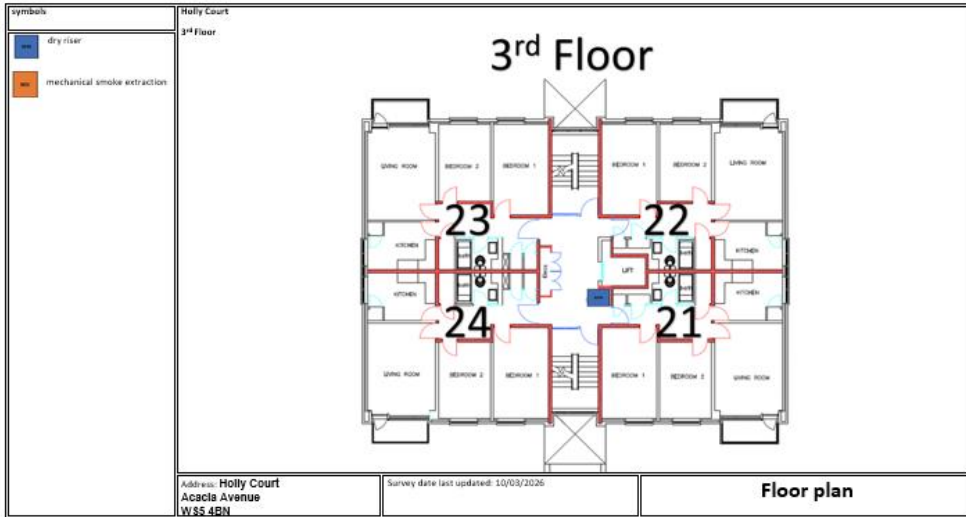


Fire Risk Assessment

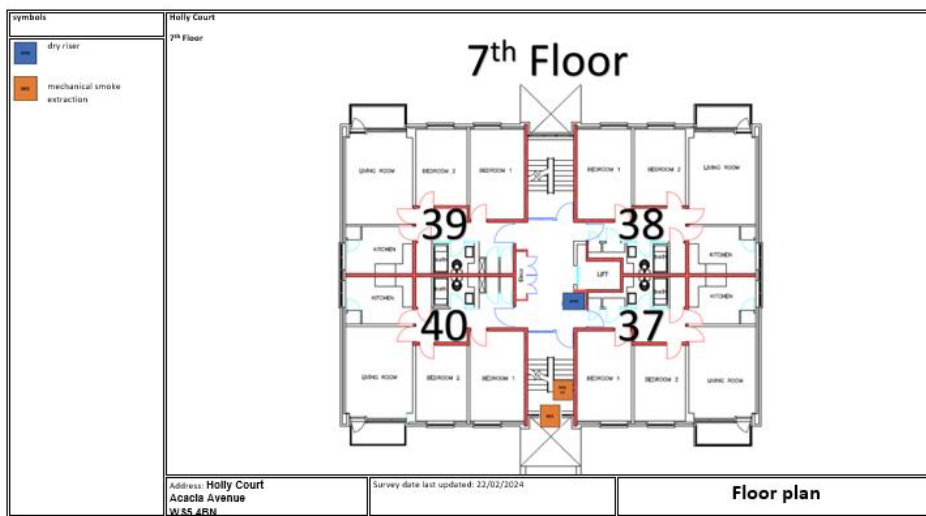
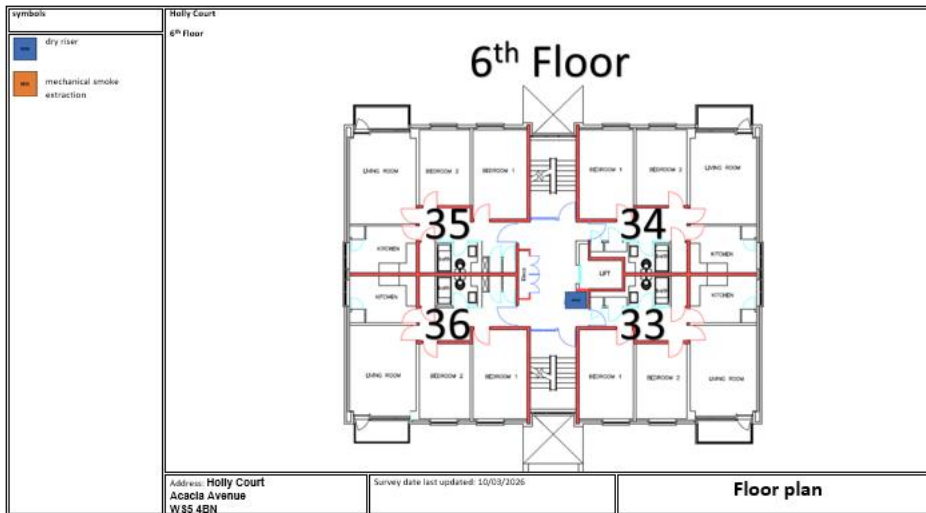
A typical floor layout showing horizontal lines of compartmentation and AOVs. The plans have been shared with WMFS electronically via their portal.



Fire Risk Assessment



Fire Risk Assessment



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.

Firntec Building Compliance were appointed as third party contractors; they have carried out External Wall appraisals of Sandwell Metropolitan Borough Councils High Rise Buildings. Therefore, an external wall appraisal (step 1) was completed on 18/06/2025, a suggested review date has been confirmed as 18/06/2030.

A FRAEW steps 2-5 was completed by Firntec on 20th August 2025. Based on the available evidence, the building presents an overall medium risk rating (neutral outcome). There are no recommended remedial actions within the report.

Details of the external wall construction have been provided to the fire service via the WMFS portal in line with fire safety regulations 2022.

Below is a breakdown of the materials used within the external envelope and, as part of the external wall system of Holly Court. It is deemed that the combination and application of these materials present an acceptable level of fire risk.

Fire Risk Assessment



- 1) The building is predominantly a traditional concrete masonry construction. Originally constructed of Insitu concrete frame with masonry infill (Wates)



External facade is made up of four materials, concrete, Brick, Glass (main Building) and Glass to balconies these materials are to an A1 rating.

- 2) Front and rear entrance/exit is constructed of an aluminium door and frame with double glazing.



- 3) Bin store is located to the right of the rear entrance/exit to the block and is secured using a bin store padlock constructed of timber with natural ventilation in the form of louvre vents on door.



- 4) Residents have access to balconies; balconies are constructed using a cantilevered concrete slab as a base with glass balustrade.



- 5) Residents' individual flat windows and balcony doors are double glazed units within a UPVC frame.



- 6) Communal windows are double glazed units within a powder coated aluminium frame with louvre vents at the rear and openable windows at the front with an AOV at the top of the front staircase.



Section

7

Means of Escape from Fire

- 1) The site has two sets of staircases that provides a means of escape, they are located at the front and the rear of the building and have a width of 980mm.



- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
- 3) There are no single travel condition corridors or dead end situations in the building.
- 4) The means of escape are protected to prevent the spread of fire and smoke by means of notional fire doors.
- 5) The communal landing / staircases are protected by use of self-closing 44mm notional 30-minute timber fire doors with vision panels. All doors have been upgraded with intumescent strips / cold smoke seals.



- 6) It was noted that the majority of staircase doors complete with side panels and service doors are at the end of life. These were found to be poorly fitted, warped & twisted. When any future refurbishment of the building takes place, all doorsets should be replaced.

Building Safety Managers have met onsite with the Fire Rapid Response team, this was to review existing doors and agree a way of improving current doors. The Rapid Response team will look at each door with a view of upgrading where necessary.

- 7) **Therefore, as an interim measure and to improve the function of staircase doors, these will be upgraded to include re lipping, re aligning, removing old bat wings and oversized strips. Replace with new combined strips, new hinges and self-closers where necessary.**
- 8) **Replace missing beading on the staircase door outside flat 24. (Lower vision panel).**



- 9) All communal doors 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).



- 10) **All electrical cupboard & dry riser doors should be fitted with suited mortice locks to prevent unauthorised access. The old**
-

plastic meter type lock are not fit for purpose and should be removed.

- 11) 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.



- 12) All communal fire doors are subject to a 12-week check by the Fire Safety Rapid Response Team.
- 13) Automatic smoke ventilation is employed. This is tested, inspected and maintained by a competent procured contractor in accordance with BS7346. The frequency for the maintenance checks are usually carried out twice per year. (April and October).
- 14) AOV's are located at the top of the front staircase. Detection for the AOV's is within the communal areas.



- 15) There are natural louvre vents/screens within the rear staircase and openable windows to the front staircase with automatic opening vent at the top of the front staircase.
-



- 16) Communal windows can only be opened within the front staircase for the block.



- 17) Communal areas should be kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year, all items of rubbish are immediately removed.
- 18) There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed
- 19) Emergency lighting is provided to communal landings and stairs. Checks are done on a monthly basis by Sandwell MBC in house electrical team or approved contractor.



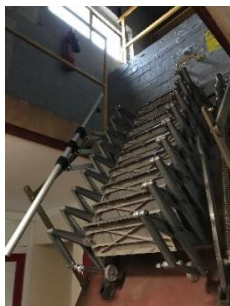
- 20) Dry riser cupboards are notional 44mm, 30-minute fire doors with combined intumescent strips & cold smoke seals through the block.



- 21) Service/electrical cupboards with lobby areas are notional 44mm 30-minute fire doors, secured with plastic budget locks through the majority of the block.



- 22) Lift motor room is located on the 7th floor of the block and is accessed via a drop-down hatch and zip ladder.



- 23) The surface coatings to the communal areas are Class 0 rated.
- 24) It was noted there is a redundant incinerator cupboard within the communal stairwell. (No access gained)
- 25) It was noted that there are service cupboards housing stop taps for individual flats protected behind are notional 44mm 30-minute fire doors, secured with Budget locks.
-

- 26) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them, or they are asked to leave by the emergency services.
- 27) Individual flat doors are predominantly nominal 44mm composite fire door sets with intumescent strips, cold smoke seals and self-closing devices. These are manufactured by Permadoor.



- 28) The refuse chute hoppers are located within the rear protected stairwell.



- 29) AOV located at the top of the front staircase only.



- 30) Wayfinding signage has been introduced on all floors within the block including lift lobby and each stair landing area.
-



- 31) It was noted on the top floor that paint had started to peel in several areas. This area should be scraped and repainted with appropriately FR rated materials.



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) Access was not gained to resident's flats to sample smoke detection. Based on information collated from inhouse teams (JM) the smoke alarms within resident's flats are installed to a minimum of an LD3 Standard.

Flat 34 – LD2 Kitchen, Hall and Living room.

Flat 28 – LD2 Kitchen, Hall and Living room.

Flat 9 – LD2 Kitchen, Hall and Living room.

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 are:
 - I. Such systems may get vandalised.
 - II. False alarms would occur.
 - III. A Stay Put - Unless policy is in place
 - 4) A sprinkler or deluge system is provided to the refuse chute bin store. An approved contractor maintains the system. The frequency for the maintenance checks are twice per year (April and October).
-

Section

9

Emergency Lighting

- 1) The premises have a sufficient emergency system in accordance with BS 5266 and has test points strategically located.
- 2) The self-contained units are provided to the communal landings, stairs and lift motor room.



- 3) All installed equipment is checked and tested on a monthly basis by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards.
-

Section 10

Compartmentation

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts. All doors are a minimum nominal/notional 30-minute fire resistant with intumescent strips & cold smoke seals, including those in 1-hour rated walls.
- 2) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping as not been compromised by third parties and where applicable enhance the fire stopping.
- 3) All communal doors 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).
- 4) All communal fire doors are subject to a 12-week check by the Fire Safety Rapid Response Team.
- 5) All service cupboards to communal landings are notional fire doors with a minimum of 30 minutes fire resistance, secured with budget locks.



- 6) It was noted that the majority of staircase doors complete with side panels and service doors are at the end of life. These were found to be poorly fitted, warped & twisted. When any future refurbishment of the building takes place, all doorsets should be replaced. See section 7/7.

- 7) The communal landing & staircases are protected by use of notional self-closing 44mm 30-minute timber fire doors with vision panels & 25mm stops. (see point above).



- 8) Individual flat entrance doors are predominantly nominal 44mm timber/composite fire door sets with intumescent strips, cold smoke seals and self-closing devices of a Permadoor construction. Noted there are a combination of timber and composite fire doors.



Refer to door sheet below.

1 Holly Court 9-40 (o&e)	Holly Court 9-40 (o&e);Acacia Avenue;Yew Tree Estate;Walsall;West Midlands		
2 Holly Court 9-40 (O&E)	9 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;We	Permadoor	Not glazed
3 Holly Court 9-40 (O&E)	10 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
4 Holly Court 9-40 (O&E)	11 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
5 Holly Court 9-40 (O&E)	12 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
6 Holly Court 9-40 (O&E)	13 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	IG Doors	Not glazed
7 Holly Court 9-40 (O&E)	14 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
8 Holly Court 9-40 (O&E)	15 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
9 Holly Court 9-40 (O&E)	16 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
0 Holly Court 9-40 (O&E)	17 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
1 Holly Court 9-40 (O&E)	18 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
2 Holly Court 9-40 (O&E)	19 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
3 Holly Court 9-40 (O&E)	20 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
4 Holly Court 9-40 (O&E)	21 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
5 Holly Court 9-40 (O&E)	22 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
6 Holly Court 9-40 (O&E)	23 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
7 Holly Court 9-40 (O&E)	24 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
8 Holly Court 9-40 (O&E)	25 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
9 Holly Court 9-40 (O&E)	26 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
0 Holly Court 9-40 (O&E)	27 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
1 Holly Court 9-40 (O&E)	28 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
2 Holly Court 9-40 (O&E)	29 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
3 Holly Court 9-40 (O&E)	30 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
4 Holly Court 9-40 (O&E)	31 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
5 Holly Court 9-40 (O&E)	32 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
6 Holly Court 9-40 (O&E)	33 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
7 Holly Court 9-40 (O&E)	34 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	IG Doors	Not glazed
8 Holly Court 9-40 (O&E)	35 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
9 Holly Court 9-40 (O&E)	36 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
0 Holly Court 9-40 (O&E)	37 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
1 Holly Court 9-40 (O&E)	38 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
2 Holly Court 9-40 (O&E)	39 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed
3 Holly Court 9-40 (O&E)	40 Holly Court;Acacia Avenue;Yew Tree Estate;Walsall;Wi	Permadoor	Not glazed

- 9) The fire stopping / compartmentation is subject to a 12-week check by the Fire Safety Rapid Response Team.
- 10) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.
- 11) Access panels to stop taps are fixed to masonry and bedded on Intumescent material. However, in some cases stop taps are housed behind 44mm, 30-minute notional doors.

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

Definitions Fire Doors.

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

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

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

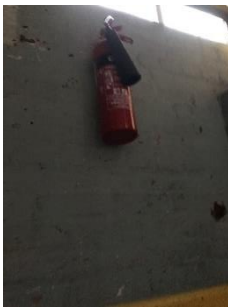
Certified fire door – A fire door and frame that have been approved and certified by the manufacturer. The door assembly must be installed by a competent person.

Section

11

Fire Fighting Equipment

- 1) There is a dry riser that serves the building. The dry riser inlet is located within the ground floor dry riser cupboard and secured with a metered key lock.
- 2) The dry riser is checked regularly as part of the Caretakers duties.
- 3) The riser outlets are available on each floor lobby (1st – 7th) secured within cupboards by Budget Locks.
- 4) Maintenance contracts in place to service the valves twice per year (April and October) with a hydraulic test undertaken annually (October) to comply with the requirements of BS9990.
- 5) Portable fire extinguisher (CO2) is provided to the lift motor room. Maintenance contracts in place for maintenance of the extinguisher. The frequency for the maintenance checks is once (October) of each calendar year.



- 6) Fire hydrant can be located at the rear of the building near the rear entrance/ exit to the building.
 - 7) Bin room is protected by Deluge/sprinkler system and serviced 6-monthly control panel can be located in the ground floor service cupboard.
-

Section 12

Fire Signage

- 1) All fire doors display “Fire Door Keep Shut” & “Fire Door Keep Locked” where appropriate, communal cupboard doors display fire door keep shut signs rather than fire door keep locked signage however this is considered a trivia risk.



- 2) Fire Action Notices are displayed throughout the building.



- 3) It was noted that signage utilised to display floors & flat numbers etc had been defaced, these needs to be replaced at the earliest opportunity. An email has been sent to Asset Management to order a suitable replacement.



- 4) The signage above has been replaced with temporary signage until a new sign has been manufactured.



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. The only extinguishers located within the lift motor room. Caretaking Teams are not expected to tackle fires in this area.
- 4) Staff undertaking fire risk assessments are qualified to Level 4 Diploma in Fire Risk Assessment.
- 5) Fire safety information has been provided as part of tenancy pack.
- 6) Building safety and evacuation notices are displayed in common areas and lift cars.





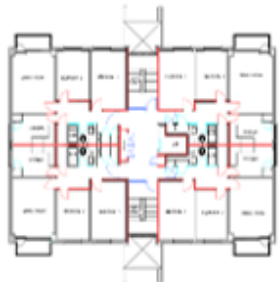
















7) Information regarding use of fire doors is provided to residents.



8) Information regarding the Stay Put unless fire evacuation strategy is provided to residents.



- 9) Information regarding building safety is contained within a Building Safety Notice. This is affixed to the wall on the ground floor lift lobby of high-rise blocks.

BUILDING SAFETY INFORMATION		 HOLLY COURT		FIRE SAFETY INFORMATION		
TO KEEP YOU SAFE WE DO THIS <small>(green background)</small>		TO KEEP YOURSELF AND OTHERS SAFE, DO THIS <small>(blue background)</small>		SAVE LIVES, DON'T DO THIS <small>(red background)</small>		
	The mains electrical system is tested every 5 years.				Fire Risk Assessments (FRAs) are undertaken in line with the Regulatory Reform (Fire Safety) Order 2005.	
	The gas supply tested annually.				Stairs and corridors are escape routes and <u>must</u> be kept clear.	
	Water supplies are checked in line with water hygiene regulations.				Emergency lighting comes on in the event of power failure and is checked monthly.	
	There is 5 yearly check of the structural condition.				Walls, floors and ceilings around flats provide a minimum of 60 minutes fire resistance.	
	An asbestos survey has been completed and available on request.				Flat doors are fire rated to protect the escape route. <u>DON'T REMOVE THE DOOR CLOSERS</u>	
	This building has protection against lightning strikes. The system is checked annually.				Smoke and heat detector/alarms are in resident's flats only.	
	There is a 'dry riser' to assist fire-fighters in getting water to a floor level. This is checked 6 monthly.	THIS BUILDING IS DESIGNED TO SUPPORT A <u>STAY PUT</u> POLICY. IN THE EVENT OF A FIRE ELSEWHERE, STAY IN YOUR FLAT <u>UNLESS</u> AFFECTED BY FIRE OR SMOKE.			Smoke detectors in common areas are to open automatic vents and not to raise the alarm.	
	The external façade is traditional brick. All materials are class A1 limited combustibility. Class A & A1 are an accepted standard.				Further information available at www.Sandwell.gov.uk , your My Sandwell account or the Fire Safety Liaison Officer on 0121 569 6000 Abdulmomin.Khan@sandwell.gov.uk Resident Engagement Officer. Adrian.Jones@sandwell.gov.uk Building Safety Manager.	

Section 14

Sources of Ignition

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



- 2) Hot working is not normally conducted onsite. If essential maintenance requires the use of hot work processes, then corporate policies and procedures will be enforced.
- 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 should be tested every 5 years. It was noted that the last inspection was recorded as March 2022.

1 DETAILS OF THE PERSON ORDERING THE REPORT	
Client:	Sandwell MBC
Address:	Direct 2 Industrial Estate , Roway Lane, Oldbury, B69 3ES
2 REASON FOR PRODUCING THIS REPORT	
Reason for producing this report: To check the electrical fixed wiring within the property for safety of continued use and to highlight any non-compliance with the current BS7671 regulations	
Date(s) on which inspection and testing was carried out:	21/03/2022

- 5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a notional 44mm 30-minute door with combined intumescent strips and cold smoke seals.
- 6) There is lightning protection installed to the block. Maintenance contracts are in place for lightning conductor testing in accordance with BS 6651.

- 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. Gas is installed within the block.

**Section
15**

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse hoppers are accessed on each floor within the rear stairwell.



- 3) Refuse containers regularly emptied bin store located at the rear elevation of the block.



- 4) Regular checks by Caretakers minimise risk of waste accumulation caretakers and cleaners have access to a break/ welfare room located at the rear of the block.
 - 5) 'Out of Hours' service 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 – in order to monitor, review and share any new information including any new risks.
 - c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.
 - d) Final Contractor review on completion of works undertaken.
-

**Section
17**

Arson Prevention

- 1) Regular checks are undertaken by 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.



- 3) There are no provisions for CCTV within the block.
- 4) Noted that some small scorch marks were present on the entrance door to the block other than this there is no current evidence of arson within the block.



- 5) The perimeter of the premises is well illuminated with external lighting and street lighting.
 - 6) There have been no reported fire incidents since the last FRA 24/03/2025.
-

Section
18

Storage Arrangements

- 1) Residents instructed not to bring L.P.G cylinders into block. (Notice displayed in lifts)
 - 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) All store cupboards are kept locked.
 - 5) There are no flammable liquids or gas cylinders stored on site.
-

**Section
19**

**Additional Control Measures.
Fire Risk Assessment - Action Plan**

Significant Findings

Action Plan

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

Trivial Tolerable

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

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

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

P4 Arrange and complete exceeding 6 months under programmed work



Fire Risk Assessment Action Plan



Name of Premises or Location:


Holly Court, Acacia Avenue, Yew Tree Estate. Walsall.

Date of Action Plan:



26/03/2026

Review Date:


<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
07/07	Upgrade all Staircase doors to include removing bat wings & oversized seals and replacing with a new combined seal/strip. Re lipping, realigning, new hinges and new self-		P3	Fire Rapid Response 3 – 6 Months	



Fire Risk Assessment

	closers where necessary.				
07/08	Replace missing beading on the staircase door outside flat 24. (Lower vision panel).		P2	Fire Rapid Response 1-3 Months	
07/10	Remove & replace old plastic locks on electrical cupboards & dry riser doors, these should be fitted with suited mortice (138 key) & (054 key) locks to prevent unauthorised access. The old plastic meter type lock are not fit for purpose and should be removed. All residents to be provided with a 138 key to access individual meters.		P3	Fire Rapid Response 3 – 6 Months	

Fire Risk Assessment

07/31	It was noted on the top floor that paint had started to peel in several areas. This area should be scraped and repainted with appropriately FR rated materials.		P2	Repairs 1-3 Months	
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Signed

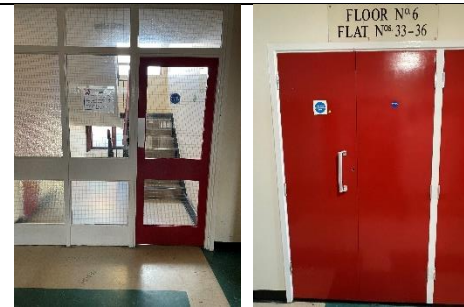
 Adrian Jones	Building Safety Manager	Date: 23/03/2026
 Chill	Quality Assurance Check	Date: 26/03/2026

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

Observations

It was noted that the majority of staircase doors complete with side panels and service doors are at the end of life. These were found to be poorly fitted, warped & twisted. When any future refurbishment of the building takes place, all doorsets should be replaced.

As an interim measure all staircase doors will be upgraded by the Fire Rapid Response Team.



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

Name of property: Holly Court

Updated: 15/07/2025

Premise Manager: Tony Thompson

Tel. No.: 0121 569 2975


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



Report No.: J420888
Nature of Work: Management Survey
Issue Date: 31/07/2025
Client Name: Sandwell MBC (formerly Homes) Building Services, Direct 2 Trading Estate, Roway Lane, Oldbury, West Midlands, B69 3ES
UPRN: BL00140HC03 7
Site Address: 9-40 Holly Court, Walsall, WS5 4BN



Order Placed By: Jon Hemming
Site Contact: Not Applicable
Date(s) of Work: 15/07/2025
Technical Manager: D Ely CCP (Asbestos)
Assistant Surveyor(s): Not Applicable
Lead Surveyor:


 Jack Baldwin
 Asbestos Surveyor

Authorised Signatory:


 Paul Walters
 Technical Review Officer
 31/07/2025

Non-accredited activities are present within this report.

Head Office:
 20 Stonebridge Road,
 Edgbaston, West Midlands
 B61 3JS
 Tel: 0121 550 8234
 Email: info@bradley-environmental.co.uk

