

# **Fire Risk Assessment**

## **Meadow Avenue (Willow).**



**Charlemont Farm, West Bromwich,  
B71 3EN.**

**Date Completed: 09/02/2026**

**Officer: A. Froggatt. Building Safety Manager**

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

**Current Risk Rating = Tolerable**

**Subsequent reviews**

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

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## Section

# 0

## Introduction

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

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

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

The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment.

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

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

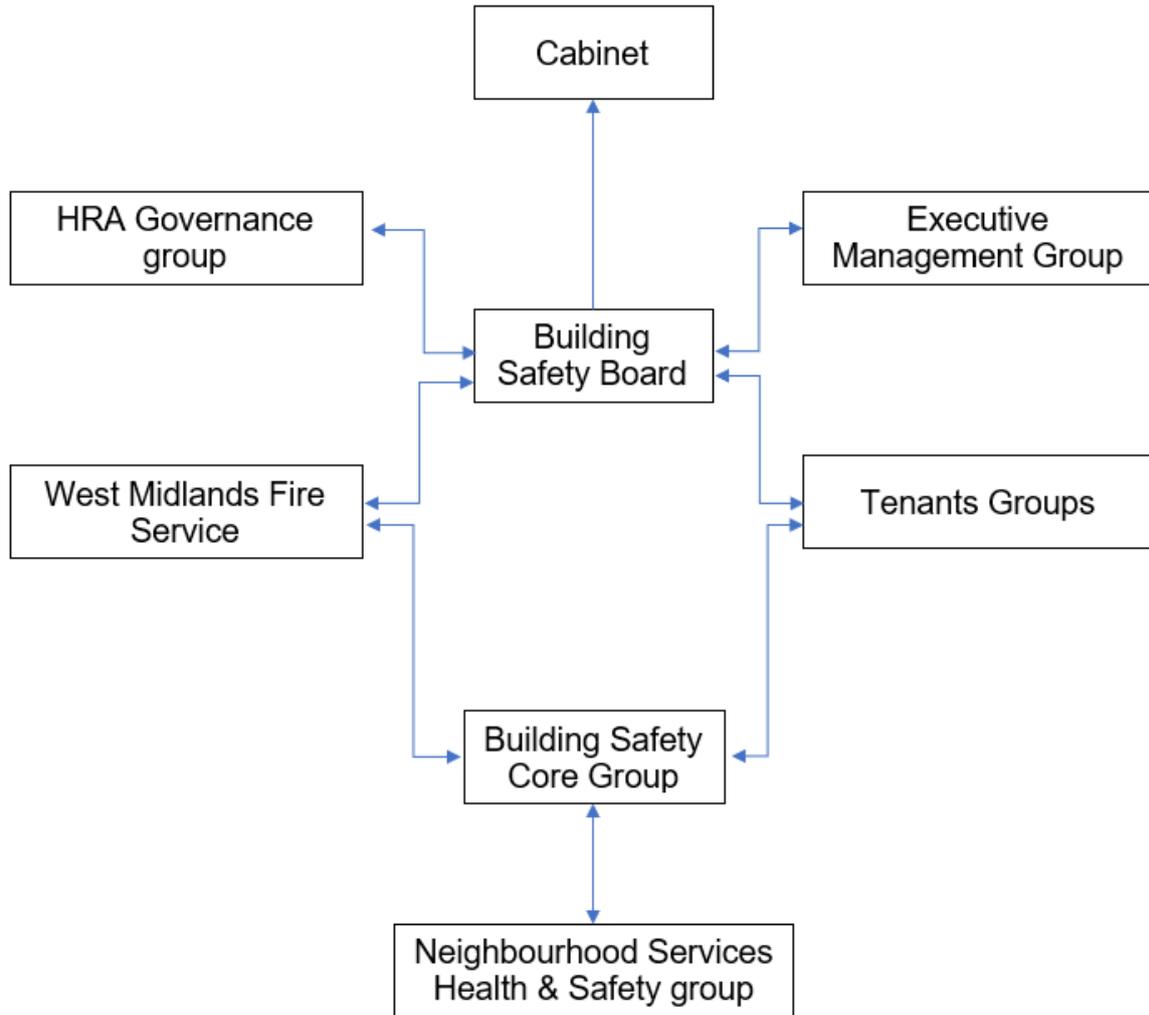
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The above processes and procedures are overseen by the Fire Safety, Facilities and Premises Manager who reports to the Business Manager - Surveying and Fire Safety.

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

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

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

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## Section

# 1

## Significant findings

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

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

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

### **Significant findings**

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

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

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Section number	Section Area	Individual Risk Level
<a href="#">Section 6</a>	<p><b>External Envelope</b>                      Brickwork from ground to 1<sup>ST</sup> floor. Fire classification A1.</p> <p>Wetherby EW1 render system 1<sup>st</sup> to 8th floor. Fire classification A2</p> <p>Trespa HPL panels to balconies. Fire classification B-s1, d0.</p> <p>Aluminium panels. Fire classification A1.</p>	Trivial
<a href="#">Section 7</a>	<p><b>Means of Escape from Fire</b>                      There are two protected stairs that provide sufficient means of escape.</p> <p>Detection for AOV present in lobbies and front stairwell landings.</p> <p>Emergency lighting is provided to communal corridors and stairs.</p> <p>The communal landings and stairs are protected by notional self-closing FD30s doors.</p>	Trivial
<a href="#">Section 8</a>	<p><b>Fire Detection and Alarm Systems</b>                      Fire detection within flats is installed to LD2 standard.</p> <p>Automatic opening vents are installed to the front stairwell.</p> <p>A deluge system is provided to the bin store.</p>	Trivial
<a href="#">Section 9</a>	<p><b>Emergency Lighting</b>                      The premises have a sufficient emergency lighting system which is tested frequently.</p>	Trivial

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<p><a href="#">Section 10</a></p>	<p><b>Compartmentation</b>  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 communal &amp; flat entrance doors are minimum 30-minute fire doors with intumescent strips &amp; cold smoke seals, including those in 1-hour rated walls.</p> <p>All service / storage cupboard doors are minimum 44mm 30-minute fire doors.</p> <p>There is a damaged riser door on the ground floor.</p>	<p>Tolerable</p>
<p><a href="#">Section 11</a></p>	<p><b>Fire Fighting Equipment</b>  The dry riser outlets serve all floors.</p> <p>Maintenance contracts are in place to service the dry riser twice yearly and the fire extinguisher annually.</p> <p>Dry riser inlet located within ground floor dry riser cupboard in the lift lobby.</p> <p>CO2 extinguisher within the lift motor room. This extinguisher has no information signage.</p> <p>Fire suppression system installed to the bin store.</p>	<p>Tolerable</p>
<p><a href="#">Section 12</a></p>	<p><b>Fire Signage</b>  Appropriate signage has been displayed within the block including fire action notices, emergency escape signage and fire door keep shut signs.</p> <p>The block has wayfinding signage depicting floor level and flat numbers in line with the Fires Safety England Regulations 2022.</p>	<p>Trivial</p>

<p><a href="#">Section 13</a></p>	<p><b>Employee Training</b> All employees are encouraged to complete 'In the line of fire' training on an annual basis.</p> <p>Fire safety information has been provided to residents.</p>	<p>Trivial</p>
<p><a href="#">Section 14</a></p>	<p><b>Sources of Ignition</b> The date of the last fixed electrical inspection was 06/12/2024.</p> <p>Smoking is prohibited within the communal areas.</p>	<p>Trivial</p>
<p><a href="#">Section 15</a></p>	<p><b>Waste Control</b> Regular checks by Caretakers minimise risk of waste accumulation.</p> <p>Refuse containers are secured within the bin store.</p> <p>Recycling bins are provided away from the block.</p>	<p>Trivial</p>
<p><a href="#">Section 16</a></p>	<p><b>Control and Supervision of Contractors and Visitors</b> Contractors are controlled centrally, and hot works permits are required where necessary.</p>	<p>Trivial</p>
<p><a href="#">Section 17</a></p>	<p><b>Arson Prevention</b> A door entry system prevents unauthorised access.</p> <p>Perimeter lighting is in place. A rear floodlight is damaged, requiring repair.</p> <p>CCTV is in operation.</p>	<p>Tolerable</p>
<p><a href="#">Section 18</a></p>	<p><b>Storage Arrangements</b> Residents have no access to storage cupboards within communal areas of the building.</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

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## Comments

In conclusion, the likelihood of a fire is at a medium level due to the normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls.

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 sufficient compartmentation (see actions below) to include FD30s rated fire doors to flat entrances, FD30s and FD60s communal fire doors, combined with suitable smoke detection to at least LD2 standard within flats, an AOV system and a Stay Put – Unless policy.

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

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:

<b>Risk level</b>	<b>Action and timescale</b>
<b>Trivial</b>	No action is required; no detailed records need to be kept.
<b>Tolerable</b>	No additional fire precautions are required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
<b>Moderate</b>	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.
<b>Substantial</b>	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.
<b>Intolerable</b>	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.)***

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**Section**

**2**

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## **People at Significant Risk of Fire**

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

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

Sandwell Council 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.

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), accessible by WMFS, for use in an emergency. The data is classified as level 1, which means it complies with the General Data Protection Regulations.

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**Section**

**3**

**Contact Details**

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

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

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

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

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

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

## Section 4

# Description of Premises

Meadow Avenue 145-215 (Willow House)  
Charlemont Farm,  
West Bromwich,  
B71 3EN.

### Description of the Property

This type 1 fire risk assessment encompasses Willow House. The block is 21.6m in height. For clarity, this is from the lowest adjoining ground level to the highest habitable floor level.

This detached high-rise block was designed & constructed in approximately 1962 by Wates Ltd for general needs housing utilising concrete frame with masonry infill with a flat roof construction. During 2009 refurbishment works the external wall system to all elevations was upgraded to include, Ibstock brickwork to ground floor level, Wetherby EWI rockwool insulated render (class A2), 2mm flat aluminium panels (class A1), Trespa Meteon high pressure laminate panels to balconies (B,s1,d0) to all floors above ground in conjunction with Rockwool cavity insulation (Class A1).



The block consists of 9 storeys with four dwellings to each floor, total of 36 flats.



The block has a main entrance/exit to the front elevation, and a further entrance/exit located on the rear elevation. The main entrance to the front elevation has a door entry system with a fob reader installed. The entrance to the rear elevation is accessed by the installed fob reader. The front entrance only, has a firefighter override by use of a drop latch key.



There is one lift car serving the block, going to the 7<sup>th</sup> floor, as the lift motor room is located on the top floor. Access to lift motor room is via a 60-minute timber fire door. A steel ladder provides access to the upper level then a further fixed vertical steel ladder provides access up to a three-quarter size steel door that leads out on the flat roof.



## Fire Risk Assessment

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The lift lobbies, ground floor lobby and the two protected staircases are compartmented with notional FD30s fire doors which separate the lobbies and flats from the staircases either side.



Refuse chute hoppers are available on each floor, within the rear stairwell. The chute system is connected to the bin store at the rear of the building.



Riser cupboards on all floors contain the flats electrical meters and communications equipment. These cupboards are behind FD30s and FD60s doors.



## Fire Risk Assessment

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The block has two concrete protected staircases, front and rear. Automatic smoke vents (AOV) have been installed on the half landings of the front protected stairwell on floors 1, 5 and 7. The status panel and firefighter override switch are within the front entrance lobby. The rear stairwell has openable windows and louvered vents.



Dry riser outlets are in cupboards on all floors within the flat lobbies. The dry riser inlet is located in a cupboard in the ground floor lift lobby.



There is a secure information box (SIB) located in the ground floor front entrance lobby. It is a Gerda box that utilises a standard WMFS suited key. The SIB contains operational information for the responding fire service.



The nearest fire hydrant is immediately outside the front entrance.



The firefighters white box is located to the left hand side of the main entrance, to the front of the building.



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.

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## Fire Risk Assessment

### On arrival Information for WMFS.

Address: Willow House 145-215 Meadow Avenue B71 3EN		Survey date: 20/11/2025	ON ARRIVAL INFORMATION
<b>BUILDING LAYOUT</b>			
Height	21.6 metres. For clarity, this is from the lowest adjoining ground level to the highest habitable floor level.		
Construction	Constructed in 1962 by Wates Ltd. The typical structure is constructed as a reinforced concrete frame which was cast in-situ with an RC slab supported off cast in-situ RC walls/columns which stack vertically throughout.  External wall - Rockwool insulated render system Fire classification A2. Aluminium panels Fire Classification A1. High Pressure Laminate to balcony balustrades fire classification B-s1,d0.		
Number of floors	9 including ground floor.		
Layout	The block consists of 9 storeys (inclusive of the ground floor). Each of the floors contains 4 number dwellings.  Lift serves all floors up to the 7 <sup>th</sup> floor. Lift motor room is on the 8 <sup>th</sup> floor.  There are two staircases serving all upper floors.  Corridors and stairs are protected by FD30s doors.		
Lifts	1		
Types of entrance doors	Individual flat doors are FD30s rated Premadors of composite construction. Communal doors within the block are timber FD30s		
Rubbish chutes/ bin rooms	Bin store is at the rear of the building. Refuse hoppers on all floors in rear stairwell.		
Common voids	No		
Access to roof/ service rooms	Roof access via lift motor room on 8th floor landing then via a fixed steel ladder to upper level. Then a further fixed vertical steel ladder, through a three-quarter size steel door leading out on the roof.		
Occupants	Approx. 72 based on an average of 2 occupants per flats (36 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. There is no communal fire alarm system.		
Caretaker/ concierge	Caretaking/cleaning service that conducts regular checks of the building		
<b>FIREFIGHTING SYSTEMS</b>			
Water supplies	Fire hydrant is located adjacent the front entrance to the building. Dry riser inlet cupboard is ground floor right hand side of the lift. Riser outlets are on all floors above.		
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 or shafts however there is the ability to take control of the common lift. A Firefighter control switch is located next to the ground floor lift car.		
Smoke control vents	Automatic smoke ventilation is employed on the front of staircase only on floors 1, 5 and 7. Detector heads are throughout the communal areas. The AOV status panel with override switch is located in the front entrance / stairwell lobby.		
Sprinkler system	The bin store is protected with a fire suppression system (sprinkler) and automatic chute closure plate.		
<b>DANGEROUS SUBSTANCES</b>			
Location, type, and quantity	FLOORS TO ALL COMMUNAL LANDINGS THERMOPLASTIC - SEALED PRESUMED CHRYSOTILE		
<b>SERVICES</b>			
Electricity	Electric meter cupboards located in each lift lobby.		
Gas	Gas risers are external. Gas meters / isolation are in flats. Gas stop valves on orientation plan.		

High/Low Rise	High
Number of Floors	9
Date of Construction	1962
Construction Type	Waites
Last Refurbished	2009
External Cladding	Brickwork to 1 <sup>st</sup> floor. Rockwool insulated render system. Fire classification A2. Aluminium panels. Fire classification A1. HPL panels to balcony. Fire classification B-s1, d0.
Number of Lifts	1
Number of Staircases	2
Automatic Smoke Ventilation to communal area	Yes.
Fire Alarm System	No
Refuse Chute	Yes
Access to Roof	Access to motor room via full height timber door from 8 <sup>th</sup> floor landing, with a fixed steel ladder to upper level. Then a further fixed vertical steel ladder, through a three-quarter size steel door leading out on the roof.
Equipment on roof (e.g. mobile phone station etc)	No

### Persons at Risk

Residents / Occupants of 36 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)

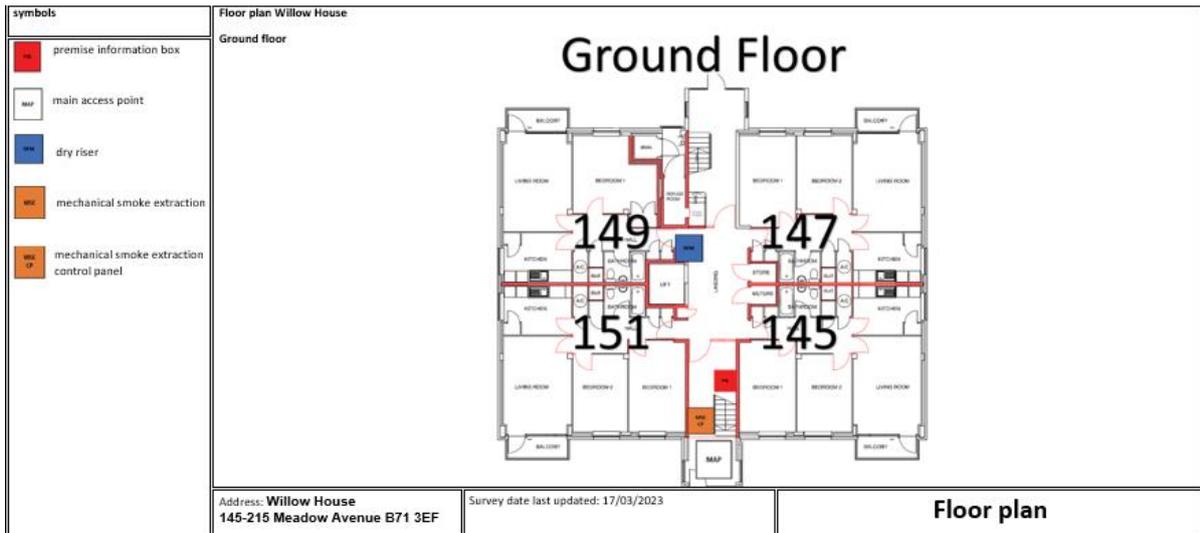
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**Section  
5**

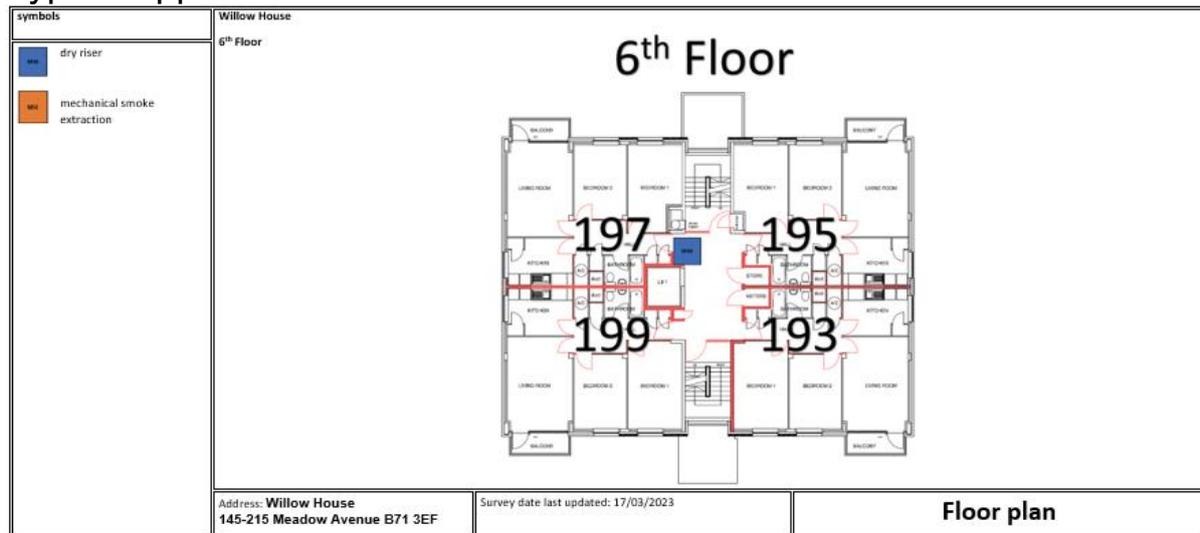
**Building Plan**

A typical floor layout showing horizontal lines of compartmentation, lift shafts, dry riser installation and AOVs etc.

The plans have been shared with WMFS electronically via their portal.



Typical upper floor.



## 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.

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

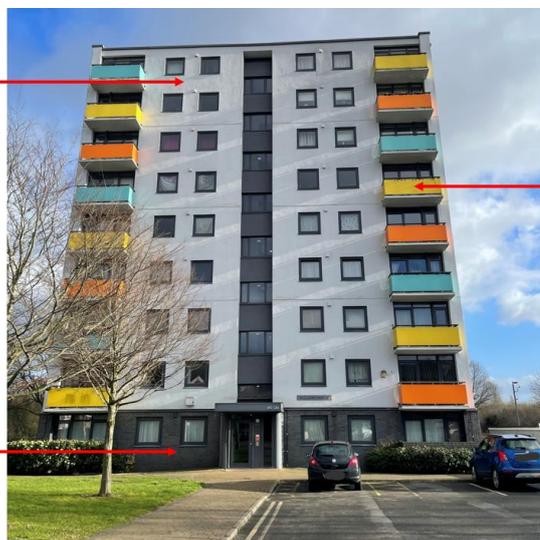
An appraisal of the external wall construction including balconies, windows and doors has been undertaken in accordance with the flow chart detailed in PAS 9980:2022 – Fire Risk Appraisals of External Walls (FRAEW) for existing multi-story, multi-occupied residential buildings. This FRAEW was undertaken by Firntec Building Compliance in March 2025. It is deemed that the combination and application of these materials present an acceptable level of fire risk.

Below is a breakdown of the materials believed to be used within the external envelope and, as part of the external wall system. This is based on the information available at the time of this FRA, and with limited onsite resources.

It is deemed that the combination and application of these materials present an acceptable level of fire risk.

Rockwool  
Insulated Render.  
Fire Classification  
A2

Brickwork Fire  
Classification A1



High Pressure  
Laminate Board. Fire  
Classification B-s1,d0

## Fire Risk Assessment

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Rockwool  
Insulated Render.  
Fire Classification  
A2.



Aluminium Panels. Fire  
Classification A1.

Brickwork. Fire  
Classification A1.

- 1) The external wall at Willow House has 3 separate areas of cladding. The external wall system was upgraded in 2009 and comprises of:
- Brickwork from ground to 1ST floor. Fire classification A1.



- Wetherby EW1 render system 1st to 8th floor. Fire classification A2



- Trespa HPL panels to balconies. Fire classification B-s1, d0.



- Aluminium panels. Fire classification A1.



## Section 7

### Means of Escape from Fire

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- 1) The building has two protected staircases that provide adequate means of escape. The staircase is 1030mm in width. The staircases are of concrete construction from the ground floor up to top floor.



- 2) All corridors are of adequate width (at least 1070mm) and will be maintained clear to that width as a minimum.



- 3) None of the corridors that form part of the means of escape are dead ends.
  - 4) The building has sufficient passive controls that provides effective compartmentation to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them.
  - 5) The means of escape are protected to prevent the spread of fire and smoke.
-

- 6) The communal landing / staircases are protected by use of notional FD30s fire doors with vision panels. These doors have been upgraded with a combined strip consisting of a cold smoke seal and intumescent strip.



- 7) 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).
- 8) All communal fire doors are subject to a 12-week check by the Fire Safety Rapid Response Team.
- 9) 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.



- 10) Automatic smoke ventilation is employed in the front protected staircase, on half landings on floors 1, 5 and 7. This is tested, inspected, and maintained by a competent procured contractor in accordance with BS7346. The frequency for the maintenance checks is twice per year. (April and October). The rear staircase has louvre ventilation on all floors. Windows can be opened with use of a key.
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11) Refuse chute hoppers are available on each floor, within the rear stairwell. The chute system is connected to the bin store at the rear of the building.



12) Emergency lighting is provided to communal lobbies and stairs. Checks are done monthly by Sandwell MBC in house electrical team or approved contractor.



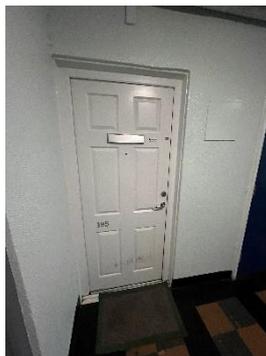
13) Residents' electrical meters are situated in the cupboards on all floors, protected with FD60s doors.

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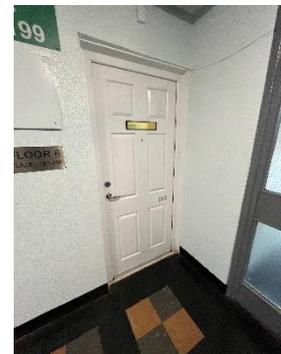
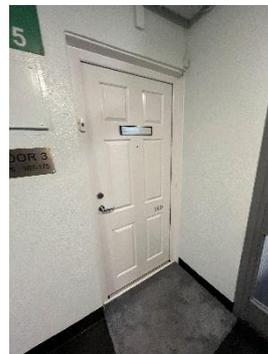


14) The surface coatings to the communal areas are Class 0

15) Individual floor mats were noted outside some flats. Fire rating of the mats is unknown but deemed to be of low risk.



16) Individual flat entrance doors are FD30S rated Permadoor of composite construction.



21) Flat front door inspections were not carried out by the fire risk assessor as the SMBC Fire rapid response team now undertake surveys of flat entrance doors.

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## Section

# 8

## Fire Detection and Alarm Systems

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- 1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.
- 2) Access was not gained to resident's flats to sample smoke detection. Based on the samples taken in previous FRA's and information collated from in house teams (JM) the smoke alarms within resident's flats are installed to a minimum of 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*

- 1) There is no effective means for detecting an outbreak of fire to the remaining communal areas. Automatic fire alarm systems are not usually required in the common areas of residential blocks as this can compromise the 'Stay Put' evacuation policy.
- 2) Smoke detectors linked to the automatic opening vent have been installed on stairwell and landing lobbies. The vents in the front stairwell will automatically open when smoke has been detected.



- 3) A deluge system is provided to the refuse chute bin store. Detectors for actuation are sited within the bin store and the control unit is sited in the ground floor electrical cupboard. An approved contractor maintains the system. The frequency for the maintenance checks is twice per year (April and October).



**Section  
9**

**Emergency Lighting**

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- 1) The premises has a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points located within electrical cupboards. The self-contained units are provided to the communal landings, stairs and lift motor room.



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



**Section**

**10**

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## **Compartmentation**

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*A visual inspection of the accessible areas was undertaken as part of the assessment, but areas with restricted access, i.e., false ceilings and void areas, were only inspected where readily accessible. The survey undertaken as part of this risk assessment should not be construed as a full compartmentation survey of the building. From a visual inspection carried out at the time of the inspection, there were no breaches in compartmentation evident between the communal areas and the residential accommodation.*

- 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 minimum 30-minute fire resistant with 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) A variety of methods / materials have been used to achieve fire-stopping including Rockwool and intumescent pillows.
  - 5) 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).
-

- 6) All floor service cupboards are notional, upgraded, FD30s or FD60s timber fire door sets. The keys are held centrally at SMBC Roway Lane, and within the firefighter's white box.



- 7) Dry riser cupboards on all floors are behind upgraded FD30s fire doors.



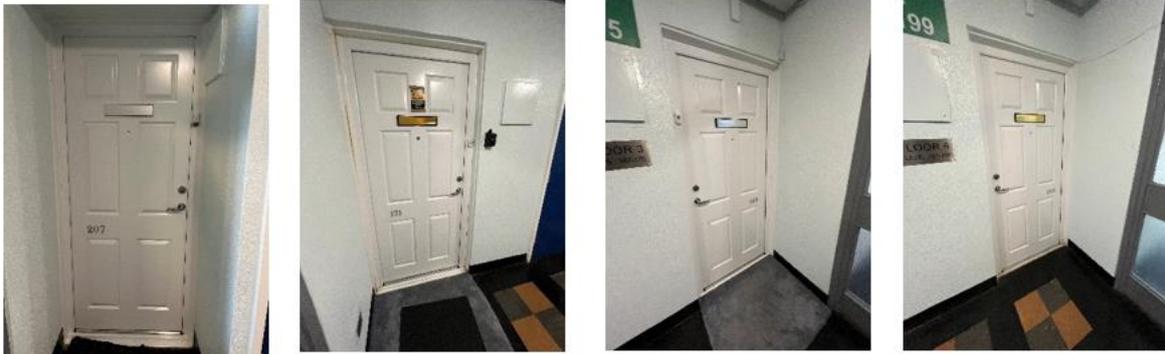
- 8) The escutcheon plate on the ground floor dry riser cupboard door leaf is missing, a replacement is required to be fitted. See action 10/8.



- 9) The lift motor room door is a notional FD60s timber fire door set. The keys are held centrally at SMBC Roway Lane, and within the firefighter's white box.



- 10) Individual flat entrance doors are FD30S rated Permadoor of composite construction.



- 11) The communal staircase, lobbies and corridors are protected by use of notional FD30s self-closing timber fire doors with vision panels. The vision panels are Georgian wired glass.



- 12) Cabling from service cupboards / risers to individual meter cupboards and AOV controls is housed in metal trunking.



- 13) Access panels to stop taps are secured behind a panel cupped and screwed above the meter cupboards.



**Section**  
**11**

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## Fire Fighting Equipment

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- 1) The dry riser inlet is internal, within a cupboard in the ground floor lift lobby. Secured with a type 54 suited mortice lock.



- 2) The dry riser outlets are located within cupboards on all floors, secured with a type 54 suited mortice lock. The dry risers are checked regularly as part of the caretakers' duties.



- 3) 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.
-

- 4) A portable fire CO<sub>2</sub> fire extinguisher is provided in the lift motor room. A contract is in place for maintenance of the extinguisher. The frequency for the maintenance checks is once (October) each calendar year. There is no extinguisher information sign. A CO<sub>2</sub> extinguisher information sign is required to be fitted. See action 11/4.



- 4) A deluge system is provided to the refuse chute bin store. The control unit is situated in the ground floor electrical cupboard. An approved contractor maintains the system. The frequency for the maintenance checks is twice a year (April and October).



**Section  
12**

**Fire Signage**

- 1) Fire doors display suitable signage where appropriate.



- 2) No smoking (Smoke Free England) signage is displayed throughout the premise.



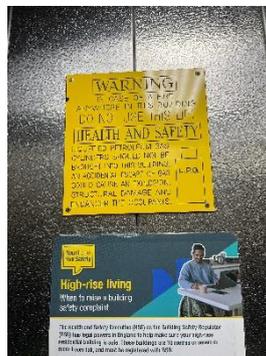
- 3) Signage depicting the floor location of each flat is fitted to the ground floor lobby wall



4) Fire Action Notices are displayed throughout the building.



5) Yellow LPG warning signs are displayed within the lift cars.



6) Photoluminescent wayfinding signage depicting floor levels and flat numbers has been installed. The signage meets the requirement the Fire Safety (England) Regulations 2022.



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. There are no employees permanently based in the premise.
- 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 are located within the lift motor room. Caretaking Teams are not expected to tackle fires in this area.
- 4) Building safety and evacuation notices are displayed in common areas and lift cars.



- 5) Staff undertaking fire risk assessments in high rise buildings are qualified to a Level 4 Diploma in Fire Risk Assessment.
- 6) Fire safety has been provided as part of tenancy pack. This includes information about Fire Doors.



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

**Fire safety advice**

We are committed to educating residents about the safety and what you should do in the event of a fire in your own home or another part of the building.

**What to do if a fire breaks out in your flat**

- 1 Leave the room where the fire is and close the door.
- 2 Alert anyone else in the property that there is a fire and leave the flat, closing all doors behind you.
- 3 Use the staircase to exit the building.  
Do not use the lift.
- 4 Do not stand next to the fire service for any reason.  
Do not re-enter the building.

**What to do if you see or hear a fire in another flat or part of the building**

- 1 It will normally be better for you to remain in your flat and help prevent the heat or smoke from the fire affecting you.  
If you really do prefer to evacuate, then you should leave the building following the guidance as if the fire was in your flat.
- 2 If you are instructed to leave by a member of the fire emergency services, you should do so immediately.
- 3 In either case, use the staircase to exit the building.  
Do not use the lift.

**Stay Put/Stayed** is an evacuation strategy which requires full blocks of flats to stay put in the event of a fire. It is a good strategy unless advised by the fire service.

If you notice any fire doors within the building that are damaged or wedged open, or have any other concerns, please call us on 0121 869 8000.

Section  
**14**

**Sources of Ignition**

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



- 2) Hot works are not usually conducted. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) The electrical installation shall be tested every 5 years. The last inspection was 06/12/2024 and recorded as unsatisfactory. An email was received recording the electrical department would be carrying out remedial works.

APPROVED CONTRACTOR		C & S ELECTRICAL		192480		EICR18.3C	
<b>ELECTRICAL INSTALLATION CONDITION REPORT</b>							
<small>Report to accompany with BS 7671:2018 (amended) - Requirements for Electrical Installations</small>							
<b>PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION</b>							
<b>DETAILS OF THE CONTRACTOR</b>				<b>DETAILS OF THE CLIENT</b>		<b>DETAILS OF THE INSTALLATION</b>	
Registration No:	0551	Branch No:	001	Contract Reference Number (CRM):	N/A	Occupier:	COMMERCIAL
Trading Name:	C & S Electrical Installations Ltd	Name:	Caroline McC...	UPRN:	N/A	Address:	46-56 WILLOW WOODS, WILLOW AVENUE, WEST BROMWICH, WEST MIDLANDS
Address:	Unit 2, Bridge Street, Westbury	Address:	Unit 2 Industrial Park, Breezy Lane, Oldbury	Address:		Address:	
Postcode:	NE10 6AF	Postcode:	B66 9ES	Postcode:	B7 7NW	Postcode:	N/A
Tel No:	01273 521 217	Tel No:	N/A	Tel No:	N/A	Tel No:	N/A
<b>PART 2: PURPOSE OF THE REPORT</b>							
Reason for which this report is required:							
Requested by the housing association to verify the condition of the electrical installation and a code for continued use							
Date(s) when inspection and testing was carried out:	06/12/2024	Records available (RAC):	(No)	Previous inspection report available (RAC):	(No)	Previous report date:	N/A
<b>PART 3: SUMMARY OF THE CONDITION OF THE INSTALLATION</b>							
General condition of the installation (in terms of electrical safety):							
This installation is safe for continued use noting observations in part 5.							
Description of premises:	Dwelling	Commercial	Industrial	Other (include brief description):	N/A	Overall assessment of the installation is: <b>Unsatisfactory</b>	
Estimated age of electrical installation:	( ) years	Evidence of addition or alteration:	(Yes) / (No)	If Yes, estimated age:	( ) years	Overall assessment of the installation is: <b>Unsatisfactory</b>	
<small>*The responsibility for commissioning (or arranging) this report is solely that of the client. It is not the responsibility of the contractor to verify the condition of the installation or to provide a certificate of compliance.</small>							
<b>PART 4: DECLARATION</b>							
<b>INSPECTION AND TESTING</b>							
I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by regular signature below), certifier of which we direct that is PART 4, 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 5 of this report.							
Name (as/behalf of the contractor identified in PART 1):	David Wilson	Signature:	<i>[Signature]</i>	Date:	06/12/2024		
I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: <b>N/A</b> (Date)							
<small>The responsibility for the maintenance of the installation is the responsibility of the client. It is not the responsibility of the contractor to provide a certificate of compliance.</small>							
<b>REVIEWED BY THE RESIDENTIAL QUALIFIED COMPETENCE FOR THE CONTRACTOR</b>							
Name (as/behalf of the contractor identified in PART 1):	David Wilson	Signature:	<i>[Signature]</i>	Date:	06/12/2024		
<small>This report is issued in the name of the contractor identified in PART 1 of this report and is not applicable to any other contractor.</small>							
<b>Please use the 'Notes for Requester'</b> Page 1 of 3							

- 4) The electrical installation i.e. risers are contained within dedicated service cupboards that are secured with locked FD60s fire doors.



- 5) There is a lightning protection system installed to the building. Maintenance contracts are in place for lightning conductor testing in accordance with BS 6651.



- 6) Portable heaters are not allowed in any common parts of the premises.
- 7) 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.
-

**Section  
15**

**Waste Control**

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- 1) There is a regular cleaning service to the premises.



- 2) Refuse & recycling containers are emptied regularly. Refuse containers are in the bin store which is at the rear of the block. Recycling containers are kept away from the block.



- 3) Regular checks by Caretakers minimise risk of waste accumulation.
  - 4) 'Out of Hours' service in place to remove bulk items.
-

## Section 16

# Control and Supervision of Contractors and Visitors

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- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
  - 2) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
  - 3) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the 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**

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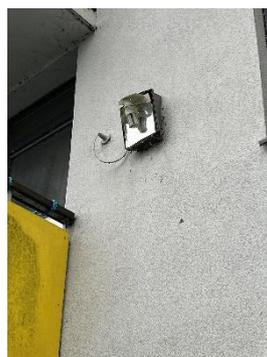
## Arson Prevention

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



- 3) There is no current evidence of arson
- 4) **The perimeter of the premises is well illuminated. However, there is a damaged floodlight at the rear of the block, requiring repair. See action 17/4.**



- 5) There have been no reported fire incidents since the previous FRA in February 2025.
-

Section  
**18**

## Storage Arrangements

- 1) Residents are instructed not to bring L.P.G cylinders into the 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 are stored on site by Caretakers / cleaners.
- 4) 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:

Willow House

Date of Action Plan:

10/02/2026

Review Date:

Fire Risk Assessment

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Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
10/8	The escutcheon plate on the ground floor dry riser cupboard door leaf is missing, a replacement is required to be fitted.		P2	Fire Rapid Response 1 – 3 months.	
11/4	The CO2 extinguisher in the lift motor room has no extinguisher information sign. A CO2 extinguisher information sign is required to be fitted.		P2	Asset Management 1 – 3 months.	
17/4	There is a damaged floodlight at the rear of the block, this light is required to be repaired.		P2	Electrical 1 – 3 months.	

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## Fire Risk Assessment

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).

<b>Observations.</b>	
<i>Intentionally left blank.</i>	

### Signed

	Building Safety Manager	Date: 10/02/2026.
	Quality Assurance Check	Date: 13/02/2026.

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

Name of property: Willow House.

Premise Manager: Tony Thompson

Tel. No.: 0121 569 2975

An asbestos survey has been undertaken and is held by S.M.B.C. Investment Division ([Tel:- 0121 569 5077](tel:01215695077)).

Hazard	Information/Comments
Asbestos (Crocidolite - Presumed, Strongly Presumed, and Identified by Analysis of Sample in Various Areas.)	An asbestos survey has been undertaken of the communal areas. Survey held by Sandwell Housing <a href="tel:01215695077">Tel:- 0121 569 5077</a> .



**Report No.:** J421070  
**Nature of Work:** Management Survey  
**Issue Date:** 08/07/2025  
**Client Name:** Sandwell MBC (formerly Homes) Building Services, Direct 2 Trading Estate, Roway Lane, Oldbury, West Midlands, B69 3ES  
**UPRN:** BL32140ME01 8  
**Site Address:** 145-215 Meadow Avenue, Willow House, West Bromwich, B71 3EN



**Order Placed By:** Jon Hemming  
**Site Contact:** Communal  
**Date(s) of Work:** 22/06/2025  
**Technical Manager:** D Ely CCP (Asbestos)  
**Assistant Surveyor(s):** Not Applicable

**Lead Surveyor:**   
 Jack France  
 Asbestos Surveyor

**Authorised Signatory:**   
 Louise Farmer  
 Technical Review Officer and Asbestos Consultant  
 08/07/2025

Non-accredited activities are present within this report.

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 Email: [sales@bradley-enviro.co.uk](mailto:sales@bradley-enviro.co.uk)

