# Fire Risk Assessment

# Meadow Avenue (Aspen House)



## Charlemont Farm, West Bromwich, B71 3EF.

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

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

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

**Current Risk Rating = Tolerable**

Sandwell Metropolitan Borough Council

## Subsequent reviews

| Review date | Officer | Comments |
|---|---|---|
| 07/04/2026 | Adrian Jones | Post Fire Review |

**Aspen House, Meadow Avenue**

This Fire Risk Assessment (FRA) has been reviewed following a fire on Sunday 5th April 2026. Weather conditions at the time were recorded as a cool morning temp approx. 3 - 5 degrees, chance of precipitation is low, wind speeds were light.

As a consequence of this investigation it can be confirmed that no further action or updates are required to the Fire Risk Assessment which was carried out in February 2026.

The fire incident occurred at approx. 01:30 hours on the first floor staircase (waste hopper side), A black plastic bag of refuse had been left on the staircase rather than be put down the waste chute. I suspect this was due to the size of the bag and the fact it did not fit down the chute.

I did liaise with West Midlands Fire Service; Fire Control and they read back the stop message to me. The staircase had some smoke logging which was cleared and the debris extinguished with buckets of water them removed to fresh air. Smoke was allowed to clear naturally.

No injuries were recorded and no residents were injured or around at the time of the incident. The incident itself was recorded by WMFS as a secondary fire.

It could not be determined whether or not this incident was Arson or due to carelessness. IT could easily have been careless disposal of a cigarette in the Black plastic bag.

On knocking flat entrance doors on the first floor no one was claiming responsibility for the incident.

I have asked Housing to send letters to all residents reminding them to ensure all rubbish is disposed of correctly and in a timely manner.

| Review date | Officer | Comments |
|---|---|---|
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# Section 0 Introduction

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

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

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

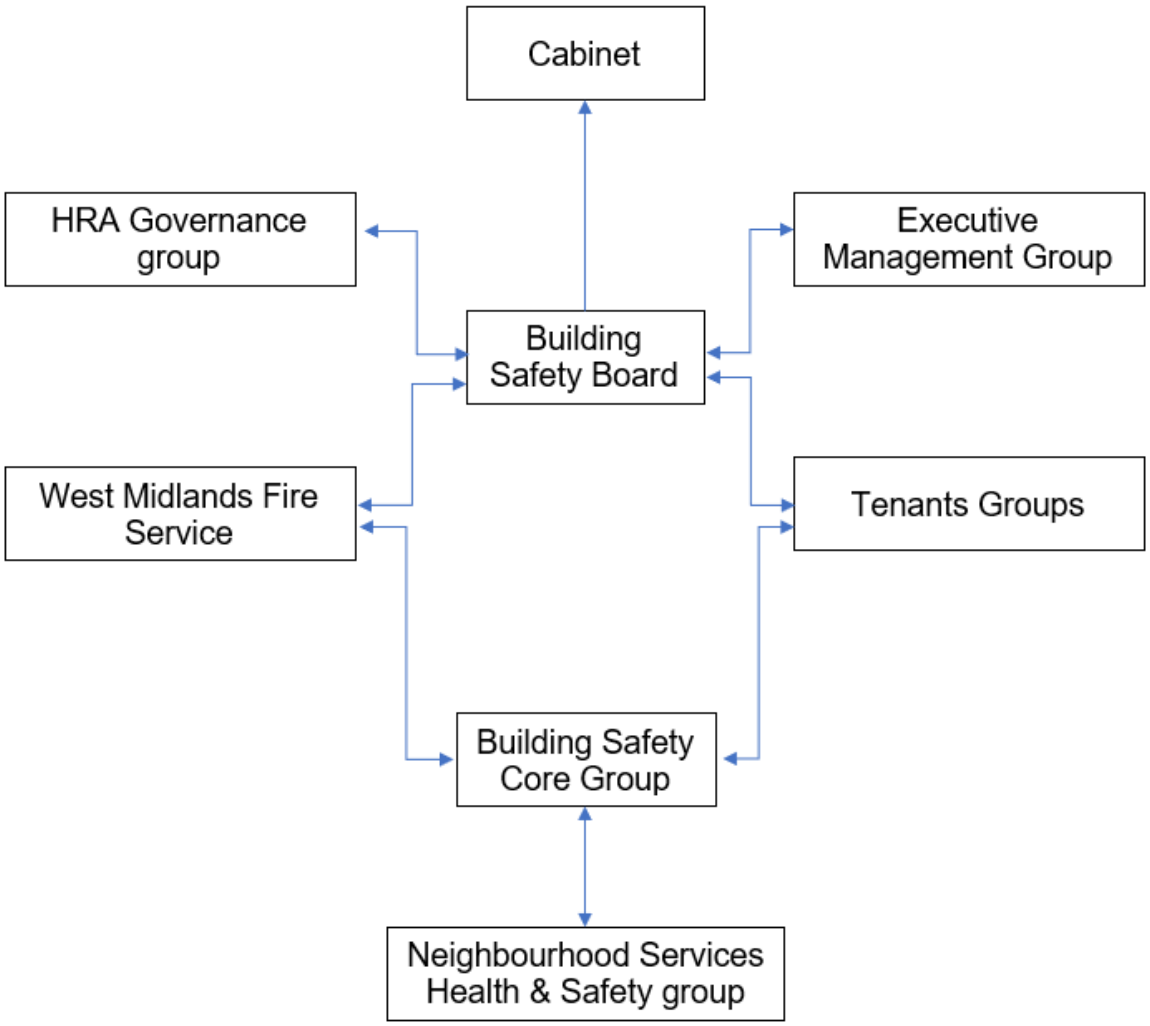
This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and become the current fire risk assessment. The previous fire risk assessment will be retained in the building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

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




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

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




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

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

Section 1

# Significant findings

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

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

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

## Significant findings

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

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

| Section number | Section Area | Individual Risk Level |
|---|---|---|
| Section 6 | **External Envelope**<br>Brickwork from ground to 1ST floor. Fire classification A1.<br><br>Wetherby EW1 render system 1st to 8th floor. Fire classification A2<br><br>Trespa HPL panels to balconies. Fire classification B-s1, d0.<br><br>Aluminium panels. Fire classification A1.<br><br>A trespa HPL panel on the 6th floor balcony is damaged and covered with a sterling board panel. A new panel has been purchased and will be fitted as soon as reasonably practicable. | Trivial |
| Section 7 | **Means of Escape from Fire**<br>There are two protected stairs that provide sufficient means of escape.<br><br>Detection for AOV present in lobbies and front stairwell landings.<br><br>Emergency lighting is provided to communal corridors and stairs.<br><br>The communal landings and stairs are protected by notional self-closing FD30s doors. Some of these doors have deficiencies requiring rectification. | Tolerable |
| Section 8 | **Fire Detection and Alarm Systems**<br>Fire detection within flats is installed to LD2 standard.<br>Automatic opening vents are installed to the front stairwell.<br>A deluge system is provided to the bin store. | Trivial |

| | | |
|---|---|---|
| Section 9 | **Emergency Lighting**<br>The premises have a sufficient emergency lighting system which is tested frequently. | Trivial |
| Section 10 | **Compartmentation**<br>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.<br><br>All communal & flat entrance doors are minimum 30-minute fire doors with intumescent strips & cold smoke seals, including those in 1-hour rated walls.<br>All service / storage cupboard doors are minimum 44mm 30-minute fire doors. | Trivial |
| Section 11 | **Fire Fighting Equipment**<br>The dry riser outlets serve all floors.<br><br>Maintenance contracts are in place to service the dry riser twice yearly and the fire extinguisher annually.<br><br>Dry riser inlet located within ground floor dry riser cupboard in the lift lobby.<br><br>CO2 extinguisher within the lift motor room.<br>This extinguisher has no information signage.<br>*Resolved*<br>Fire suppression system installed to the bin store. | Trivial |
| Section 12 | **Fire Signage**<br>Appropriate signage has been displayed within the block including fire action notices, emergency escape signage and fire door keep shut signs.<br>The block has wayfinding signage depicting floor level and flat numbers in line with the Fires Safety England Regulations 2022. | Trivial |

| | | |
|---|---|---|
| Section 13 | **Employee Training**<br>All employees are encouraged to complete 'In the line of fire' training on an annual basis.<br><br>Fire safety information has been provided to residents. | Trivial |
| Section 14 | **Sources of Ignition**<br>The date of the last fixed electrical inspection was January 2022.<br><br>Smoking is prohibited within the communal areas. | Trivial |
| Section 15 | **Waste Control**<br>Regular checks by Caretakers minimise risk of waste accumulation.<br><br>Refuse containers are secured within the bin store.<br>Recycling bins are provided away from the block. | Trivial |
| Section 16 | **Control and Supervision of Contractors and Visitors**<br>Contractors are controlled centrally, and hot works permits are required where necessary. | Trivial |
| Section 17 | **Arson Prevention**<br>A door entry system prevents unauthorised access.<br><br>Perimeter lighting is in place.<br><br>CCTV is in operation. | Trivial |
| Section 18 | **Storage Arrangements**<br>Residents have no access to storage cupboards within communal areas of the building. | Trivial |

## Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

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

**Medium** — Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

**High** — Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

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

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 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:

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

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

Section 2

# People at Significant Risk of Fire

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

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

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

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

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

# Section 3 Contact Details

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

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

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

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

<table>
<tr><td colspan="3">Chief Executive<br>Shokat Lal</td></tr>
<tr><td colspan="3">Executive Director Asset Manager & Improvement<br>Alan Lunt</td></tr>
<tr><td colspan="3">Assistant Director Asset Management & Improvement<br>Sarah Agar</td></tr>
<tr><td colspan="3">Fire Safety Manager<br>Tony Thompson</td></tr>
<tr><td colspan="3">Team Lead Fire Safety<br>Jason Blewitt</td></tr>
<tr><td colspan="3">Team Lead Building Safety<br>Anthony Smith</td></tr>
<tr><td colspan="3">Housing Office Manager<br>Lisa Ellis</td></tr>
<tr><td>Building Safety Managers<br>Adrian Jones<br>Andrew Froggatt<br>Carl Hill<br>Louis Conway</td><td>Fire Risk Assessors<br>Craig Hudson<br>Mohammed Zafeer<br>Stuart Henley</td><td>Resident Engagement Officers – Fire Safety<br>Abdulmonim Khan<br>Ethan Somaiya<br>Hannah Russon</td></tr>
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*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

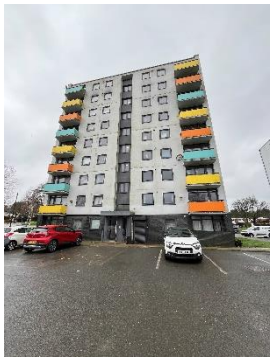
# Description of Premises

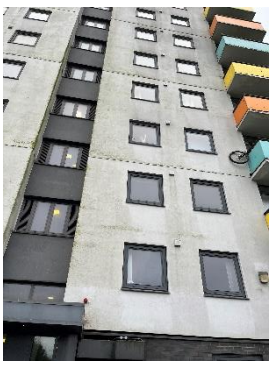
Meadow Avenue 1-71 (Aspen House)
Charlemont Farm,
West Bromwich,
B71 3EF

**Description of the Property**

This type 1 fire risk assessment encompasses Aspen 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 including 35 SMBC tenants and a 1 leaseholder property. The block has a main entrance/exit to the front elevation and a further entrance/exit located on the rear elevation.

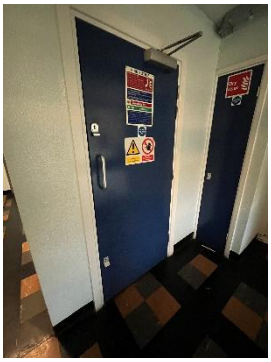



The block has a main entrance/exit to the front elevation, and a further entrance/exit located on the rear elevation. The main entrance to the front elevation has a door entry system with a fob reader installed. The entrance to the rear elevation is accessed by the installed fob reader. The front entrance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



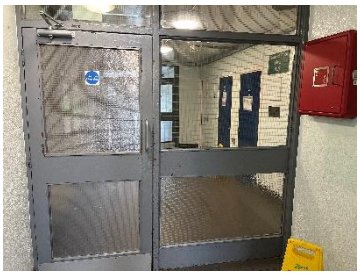


There is one lift car serving the block, going to the 7th floor, as the lift motor room is located on the top floor. Access to lift motor room is via a 60-minute timber fire door. A steel ladder provides access to the upper level then a further fixed vertical steel ladder provides access up to a three-quarter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



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.



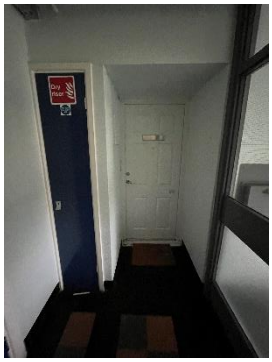


The block has two concrete protected staircases, front and rear. Automatic smoke vents (AOV) have been installed on the half landings of the front protected stairwell on floors 1, 5 and 7. The status panel and firefighter override switch are within the front entrance lobby. The rear stairwell has openable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





Dry riser outlets are in cupboards on all floors within the flat lobbies. The dry riser inlet in 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 floor plans, vertical plans, orientation plans, information for WMFS and documents for those with vulnerabilities who may require additional consideration if there is a fire incident (PEEP).



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.

## On arrival Information (for WMFS)

| Address: Aspen House, 1-71 Meadow Avenue, B71 3EF | Survey date: 20/11/2025 | ON ARRIVAL INFORMATION |
|---|---|---|
| **BUILDING LAYOUT** | | |
| 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.<br>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.<br>Lift serves all floors up to the 7th floor. Lift motor room is on the 8th floor.<br>There are two staircases serving all upper floors.<br>Corridors and stairs are protected by FD30s doors. | |
| Lifts | 1 | |
| Types of entrance doors | Individual flat doors are FD30s rated Premdors 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 | |
| **FIREFIGHTING SYSTEMS** | | |
| 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. | |
| **DANGEROUS SUBSTANCES** | | |
| Location, type, and quantity | FLOORS TO ALL COMMUNAL LANDINGS THERMOPLASTIC - SEALED PRESUMED CHRYSOTILE<br>ELECTRICAL FUSE FLASH PADS ROPE - UNSEALED PRESUMED CHRYSOTILE | |
| **SERVICES** | | |
| Electricity | Electric meter cupboards located on each floor of the block | |
| 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 1st 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 8th 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**

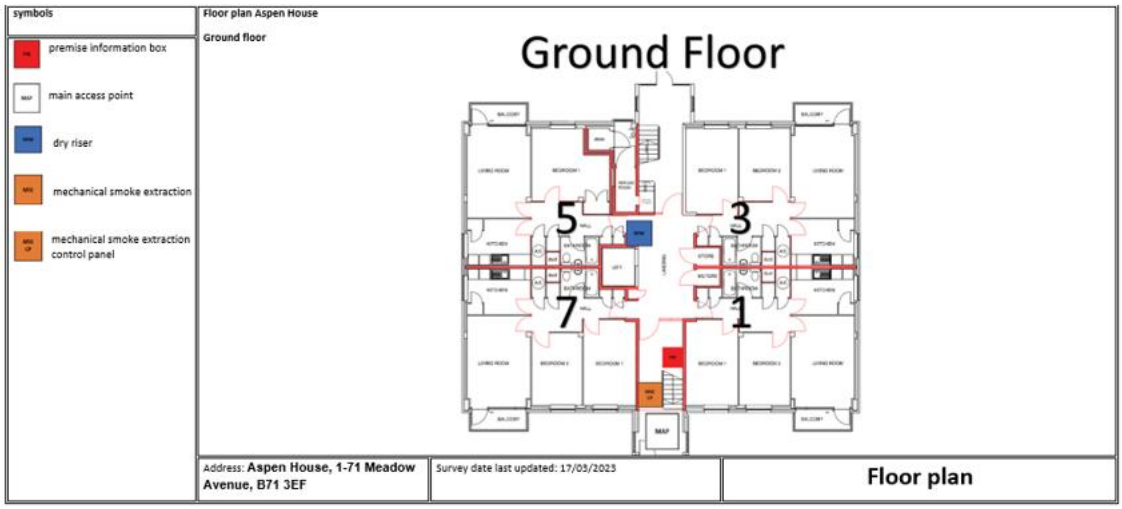
Residents / Occupants of 36 flats,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

# Section 5

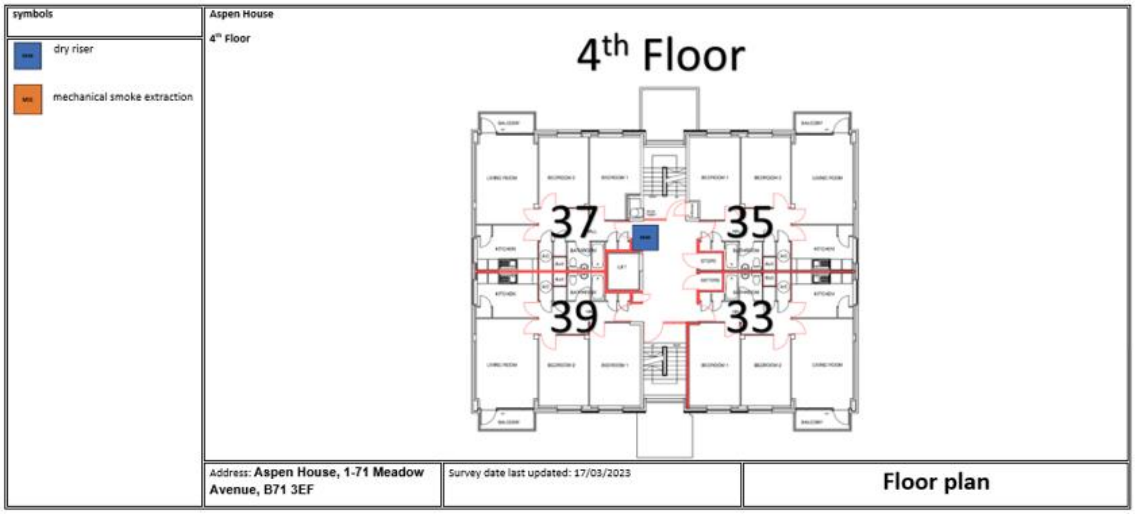
# Building Plan

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.






1) The external wall at Aspen House has 3 separate areas of cladding. The external wall system was upgraded in 2017/18 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.



2) A sixth-floor balcony HPL panel has been damaged and temporarily repaired with a timber sterling board panel. A new panel has been purchased and will be fitted as soon as reasonably practicable.



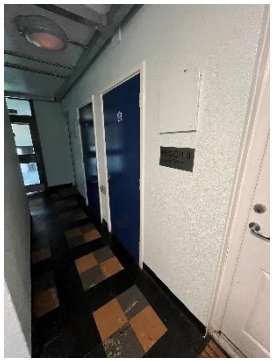
# Section 7 Means of Escape from Fire

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 8th floor rear stairwell fire door has damaged glass beading and a damaged latch-side smoke seal requiring rectification. See action 7/9.**





10) **The 8th floor front stairwell fire door has a damaged latch-side smoke seal and the door leaf is bowed. These defects require rectification. See action 7/10.**




11) **The 5th floor rear stairwell fire door has a 6mm latch-side gap, requiring adjustment. See action 7/11.**




12) **The 2nd floor front stairwell fire door has a 6mm latch-side gap, requiring adjustment. See action 7/12.**





13) **The 1st floor front stairwell fire door has damaged glass beading and a 6mm head and latch-side gap requiring rectification. See action 7/12.**






14) 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.




15) 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.





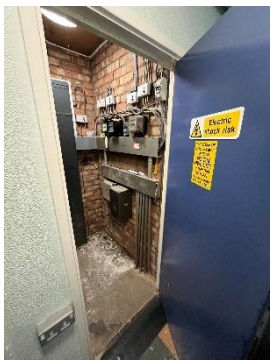
16) Refuse chute hoppers are available on each floor, within the rear stairwell. The chute system is connected to the bin store at the rear of the building.



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



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





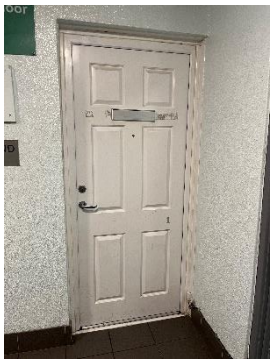
19) The surface coatings to the communal areas are Class 0 rating, this rating has been superseded by Euro Class B-s3, d2.

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



21) 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.

# Section 8

# Fire Detection and Alarm Systems

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

2) Based on the sample of properties assessed during the previous fire risk assessment, flat smoke alarms are installed to a LD2 Standard.

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

3) There is no effective means for detecting an outbreak of fire to 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.

4) 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.



5) A deluge system is provided to the refuse chute bin store. Detectors for actuation are sited within the bin store. An approved contractor maintains the system. The frequency for the maintenance checks is twice per year (April and October).






Section 9

# Emergency Lighting

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 Compartmentation

*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 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 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.



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



10) 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.



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



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



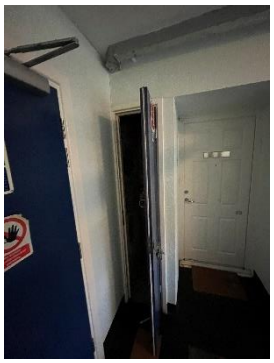
Section 11

# Fire Fighting Equipment

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 CO2 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 CO2 extinguisher information sign is required to be fitted. See action 11/4.**





6) 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.



# 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. Labelled evidence shows the last inspection was January 2022.




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

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

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

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

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

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

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

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

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

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

    d) Final Contractor review on completion of works undertaken.

# Section 17

# Arson Prevention

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

2) Restricted access to the premises by means of a door entry system.




3) There is no current evidence of arson

4) The perimeter of the premises is well illuminated.

5) There have been no reported fire incidents since the 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: Aspen House, Meadow Avenue, West Bromwich.

Date of Action Plan: 02/02/2026

Review Date:

| Question/ Ref No | Required Action | Supporting photograph | Priority | Timescale and Person Responsible | Date Completed |
|---|---|---|---|---|---|
| 7/9 | The 8th floor rear stairwell fire door has damaged glass beading and a damaged latch-side smoke seal, requiring rectification. |   | P2 | Fire Rapid Response 1 – 3 months. JM18794681 | 12/02/2026 |

| | | | | | |
|---|---|---|---|---|---|
| 7/10 | The 8th floor front stairwell fire door has a damaged latch-side smoke seal and the door leaf is bowed. These defects require rectification. |   | P2 | Fire Rapid Response 1 – 3 months. JM**18794682** | 11/02/2026 |
| 7/11 | The 5th floor rear stairwell fire door has an excessive (6mm) latch-side gap, requiring adjustment. |  | P2 | Fire Rapid Response 1 – 3 months. JM**18794724** | 11/02/2026 |
| 7/12 | The 2nd floor front stairwell fire door has an excessive (6mm) latch-side gap, requiring adjustment. |  | P2 | Fire Rapid Response 1 – 3 months. JM**18794825** | 18/02/2026 |

| | | | | | |
|---|---|---|---|---|---|
| 7/13 | The 1st floor front stairwell fire door has damaged glass beading and excessive head and latch-side gaps (6mm). These defects require rectification. |  | P2 | Fire Rapid Response<br>1 – 3 months.<br>jm**18794906** | 18/02/2026 |
| 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. |  | P3 | Asset Management<br>3 – 6 months. | 16/02/2026 |

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.** | |
|---|---|
| *Intentionally left blank.* | |

**Signed**

| | | |
|---|---|---|
|  | Building Safety Manager | Date: 02/02/2026. |
|  | Quality Assurance Check | Date: 04/02/2026. |

**Appendix 1**

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

**Name of property:** Aspen House.

**Updated:** 16/06/2025

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

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

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| | |
|---|---|
| **Report No.:** | J421067 |
| **Nature of Work:** | Management Survey |
| **Issue Date:** | 03/07/2025 |
| **Client Name:** | Sandwell MBC (formerly Homes)<br>Building Services, Direct 2 Trading Estate, Roway Lane, Oldbury, West Midlands, B69 3ES |
| **UPRN:** | BL32140ME02 8 |
| **Site Address:** | 1-71 Meadow Avenue, Aspen House, West Bromwich, B71 3EF |



| | |
|---|---|
| **Order Placed By:** | Jon Hemming |
| **Site Contact:** | Site Manager |
| **Date(s) of Work:** | 16/06/2025 |
| **Technical Manager:** | D Ely CCP (Asbestos) |
| **Assistant Surveyor(s):** | Not Applicable |

**Lead Surveyor:**

Jack Baldwin
Asbestos Surveyor

**Authorised Signatory:**

Paul Walters
Technical Review Officer
03/07/2025

Non-accredited activities are present within this report.

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UKAS INSPECTION 291 UKAS TESTING 1155 UKATA PROFESSIONAL MEMBER atac