Fire Risk Assessment

Oak Court

Acacia Avenue, Yew Tree Estate, WS5 4HB

Date Completed: 10/03/2026

Review Period: 12 months

Officer: C. Hill **Building Safety Manager**

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

Current Risk Rating = Tolerable

Sandwell Metropolitan Borough Council

Subsequent reviews

Review date	Officer	Comments

Contents

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, but the Council will as a minimum review:

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

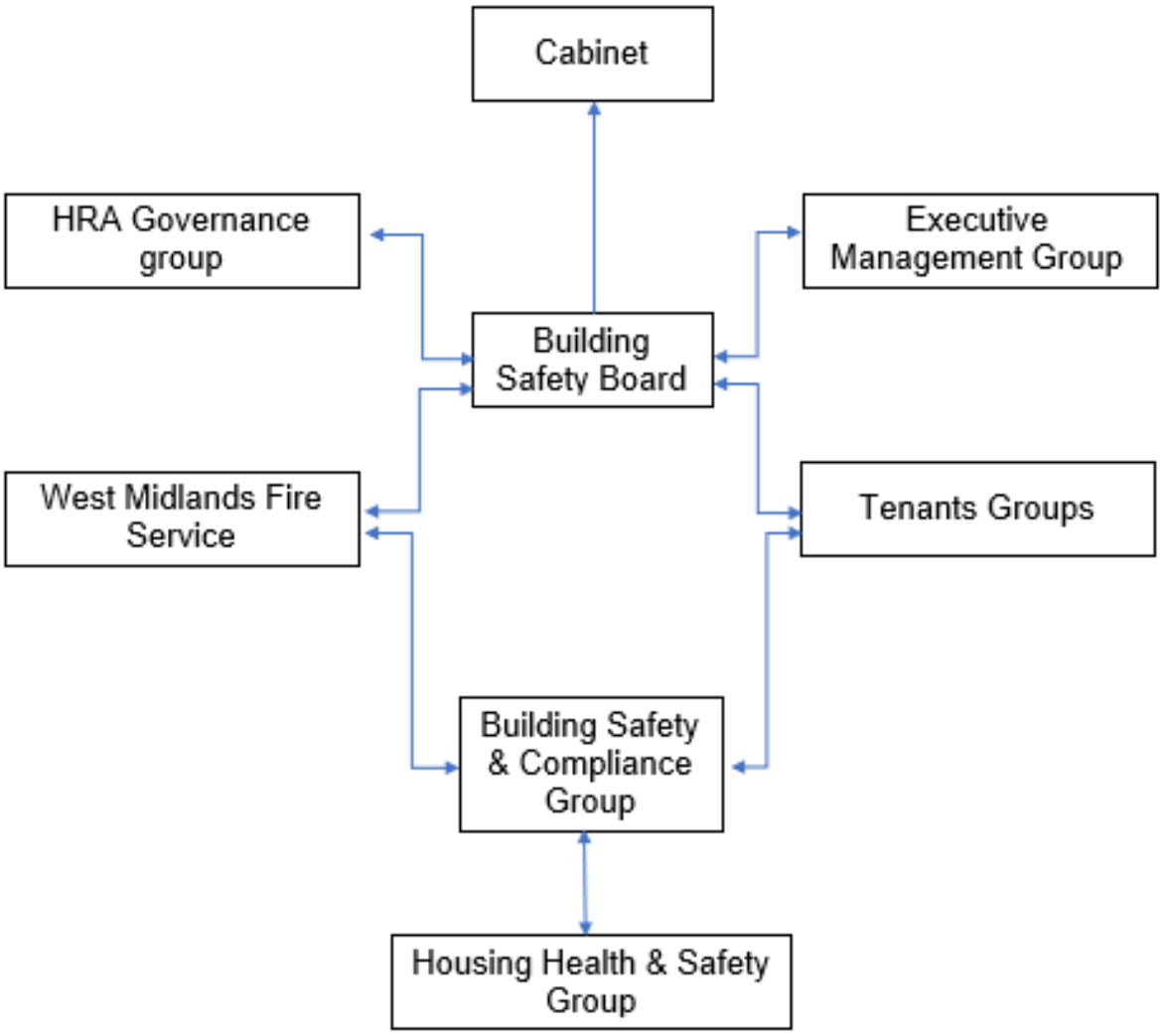
The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and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

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

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

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

Governance Structure



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

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

Section 1 Significant findings

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

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

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

Significant findings

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

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

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

	Combustible screening installed to balcony of flat 47. Combustible trellis installed to balcony of flat 69.	
Section 7	**Means of Escape from Fire** The block has two sets of staircases that provides a means of escape located at the front and the rear of the building. The means of escape are protected to prevent the spread of fire and smoke by means of notional fire doors. Ventilation by the means of a natural louvre vents in the rear elevation staircase and openable windows to the front elevation with an AOV being utilised at the top of the stairs.	Trivial
Section 8	**Fire Detection and Alarm Systems** Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats to a minimum LD3 standard. The equipment is subjected to a cyclical test.	Trivial
Section 9	**Emergency Lighting** The premises have a sufficient emergency lighting system in accordance with BS 5266.	Trivial
Section 10	**Compartmentation** The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats, stairwells, and the lift shaft.	Tolerable

	All doors are notional 30-minute fire resistant with intumescent strips & cold smoke seals, including those in 1-hour rated walls. The Fire Rapid Response Team to improve the function of each communal landing door by, where necessary, re lipping, re aligning, removing old bat wings and oversized strips. Replace with new combined strips, new hinges, self-closers and address any defect beading if required. Replace budget locks in all dry riser and telecom service risers with suited 54 key mortice lock. Replace budget locks in all electrical service cupboards in lift lobbies with suited 138 key mortice lock.	
Section 11	**Fire Fighting Equipment** The dry riser inlet cupboard is located in the ground floor lift lobby and is appropriately signed, riser outlets are available on each floor of the block. Portable fire extinguisher (CO2) is provided to the lift motor room. Hydrant can be located at the rear of the building. Bin room is protected by a deluge/sprinkler system.	Trivial
Section 12	**Fire Signage** Appropriate signage has been placed within the block including fire action notices, and fire door keep shut signs.	Trivial

	The block has Wayfinding Signage depicting floor level and flat numbers are fitted to the wall adjacent to lift, Signage depicting the floor location of each flat is fitted to the ground floor lobby wall.	
Section 13	**Employee Training** All employees are encouraged to complete 'In the line of fire' training on an annual basis.	Trivial
Section 14	**Sources of Ignition** The fixed electrical installation shall be tested every 5 years. The last inspection resulted in an unsatisfactory outcome April 2022. Remedial works were then completed in May 2022.	Trivial
Section 15	**Waste Control** There is a regular Cleaning Service to the premise, refuse hoppers are accessed on each floor of the rear staircase, regular checks by Caretakers minimise risk of waste accumulation.	Trivial
Section 16	**Control and Supervision of Contractors and Visitors** Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
Section 17	**Arson Prevention** Restricted access to the premises by means of a door entry system.	Trivial

Section 18	**Storage Arrangements** There are no storage facilities for residents other than in their own flats within the block.	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 of risk prior to the implementation of the action plan because of the potential fire hazards that have been highlighted within the risk assessment to include.

Additional items installed to two balconies compromising of decorative trellis and wicker screening both of which could support the external spread of flame.

Whilst taking into account the standards at the time of construction, there are a number of 30 minute notional communal fire doors with gap sizes that are deemed excessive, worn bat wing type cold smoke seals and hinges. Although it has been noted that all of the notional doors have been upgraded with intumescent strips and cold smoke seals which does improve the original design it has been agreed that the Fire Rapid Response Team will review each door and where necessary, re- lip, re-align, remove old bat wings and oversized strips. Replace with new combined strips, new hinges, self-closers and address any defective beading if required.

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

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

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

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

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

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

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

Section 2

People at Significant Risk of Fire

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

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

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

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

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

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

Section 3 Contact Details

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

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

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

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

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

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

Oak Court (41-72)
Acacia Avenue
Yew Tree Estate
WS5 4HB

Description of the Property

The high-rise block was constructed in approximately 1965 and is approx. 21.6 metres in height. For clarity, this is from the lowest adjoining ground level to the highest habitable floor level.

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




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

There are balconies at each level which are formed of cantilevered RC slabs tied into the main frame.

The block has an entrance / exit to the front elevation and an additional rear entrance / exit to the rear elevation. The front entrance acts as the main access point to the block.

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

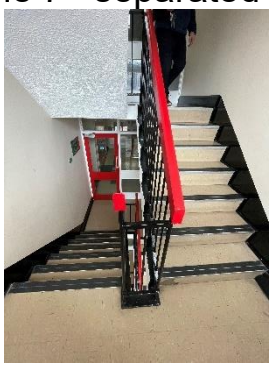


The residents at the block have access to an external car park at the rear of the building. There are 6 parking bays adjacent the rear building. There are no facilities dedicated to electric vehicle charging.

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

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


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

The block has a lift car that serves 7 floors.

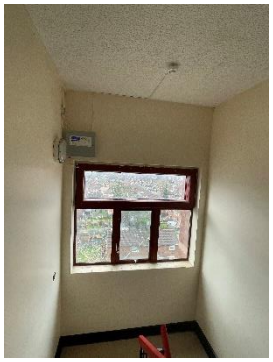
The Lift motor room is located within the roof space accessed on the 7th floor via a loft hatch secured with a lift motor room padlock.




The building has a flat roof with accessed via a full height door within the lift motor room.


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

Automatic opening vents are installed at the top of the front staircase only, with louvre vents located on each half landing of the rear staircase.




There are redundant incinerator cupboards in the front stairwell.

On arrival Information for WMFS.

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


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

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


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

The nearest Hydrant is located adjacent to the rear access door by the car park. It was noted that the Hydrant lid is marked as Wash Out (see section 19).

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

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

The lift has been identified as a “fireman’s” lift with basic controls for firefighter’s accessed via an override switch beside the ground floor lift car.


The Lift motor room is located within the roof space accessed on the 7th floor via a loft hatch secured with a lift motor room padlock. There is a ladder within the adjacent service cupboard to assist with reaching the loft hatch padlock.




The building has a flat roof with accessed via a full height door within the lift motor room secured with a sliding bolt.

The bin store is accessed externally from the rear of the building and is equipped with a drencher system activated via a smoke detector. There is also a closer plate to the bottom of the chute.



Address: Oak Court Acacia Avenue WS5 4HB	**Survey date:** 26/11/2025	**ON ARRIVAL INFORMATION**

BUILDING LAYOUT

Size: Width, breadth and height	Approx. 21.6 metres - For clarity, this is from the lowest adjoining ground level to the highest habitable floor level.
Construction	Wates, concrete brick
Number of floors	8 including ground floor
Layout	The block consists of 8 storeys (inclusive of the ground floor). Each of the floors contains 4 number dwellings, Lift granting access up to the 8th floor, aluminium ladders stored in the 8th floor storage cupboard grants access to the lift motor room via a trap door. A full height door then grants access to the main roof. Equipment on roof 2 sets of staircases granting access to all 8 floors of the block located at the front and rear of the block. Corridors and stairs are protected by FD30s doors. 2 sets of ingress / egress points to the block with the override switch at the MAP (main access point) , with a FWB and fire hydrant
Lifts	1
Types of entrance doors	Individual flat doors are predominantly FD30s rated composite construction. Communal doors within the block are timber FD30s
Rubbish chutes/ bin rooms	Yes
Common voids	No
Access to roof/ service rooms	Access to motor room via ceiling trap with zip ladder located on 7th floor landing to lift lobby, then a half height timber door leads out on to the roof.
Occupants	Approx. 68 based on an average of 2 occupants per flats (32 flats)
Evacuation strategy	**Stay Put Unless**- The escape strategy is **'Stay Put Unless'.** This means in the event of a fire in your flat you should evacuate. If there is a fire elsewhere in the building you should stay put unless you are affected by fire or smoke
Fire alarm/ evacuation alarm	Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats.
Caretaker/ concierge	Caretaking/cleaning service that conducts regular checks of the building

FIREFIGHTING SYSTEMS

Water supplies	Fire hydrant is located at the entrance of the building, fire hydrant location/ water isolation points located on the orientation plan, there is a dry riser that serves the building outlet located on the floor plans.
Fire mains	The dry riser inlet is located within the ground floor dry riser cupboard (twin valve) secured with a type 54 suited mortice lock.
Firefighting shafts	No firefighting lifts/shafts however there is the ability to take control of the common lift A Firefighter control switch is located within the ground floor lobby
Smoke control vents	Automatic smoke ventilation is employed to the head of the rear staircase, there is master reset key switch located on the top floor, The front staircase top floor window is naturally ventilated using louvres, Communal windows (other than smoke vents) can be opened without the need for a key
Sprinkler system	A water suppression system is provided to the refuse chute bin store

DANGEROUS SUBSTANCES

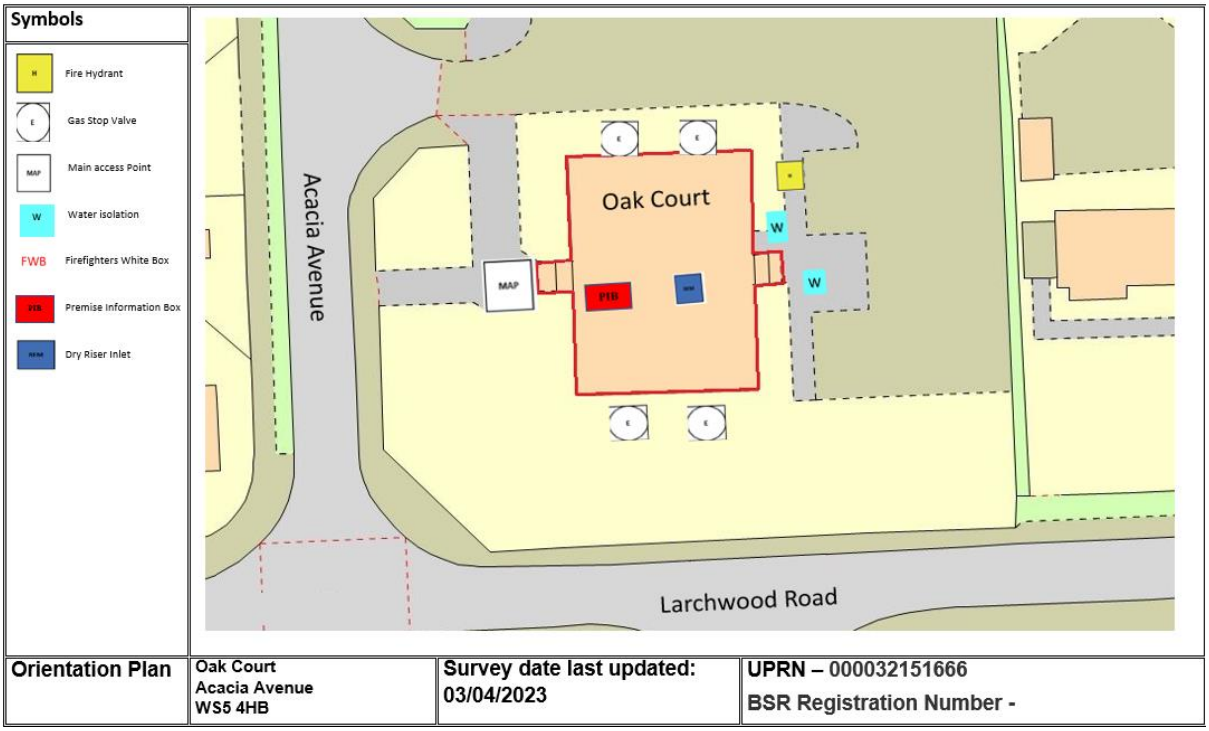
Location, type, and quantity	1ST , 3RD & 5TH FLOOR LANDING INCINERATOR CUPBOARD FLUE PIPES CEMENT – UNSEALED – PRESUMED – CHRYSOTILE LIFT MOTOR ROOM ROOF – BITUMEN – SEALED MAIN ROOF AREA FLUE PIPES X 3 FROM INCINERATORS – CEMENT - UNSEALED - PRESUMED - CHRYSOTILE

SERVICES

Electricity	Electric meter cupboards located on each floor of the block
Gas	Gas isolation points located on the orientation plan

Orientation Plan

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



Orientation Plan	Oak Court Acacia Avenue WS5 4HB	Survey date last updated: 03/04/2023	UPRN – 000032151666 BSR Registration Number -

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

The enforcing authority is West Midlands Fire Service.

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

Persons at Risk

Residents / Occupants of 32 flats
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

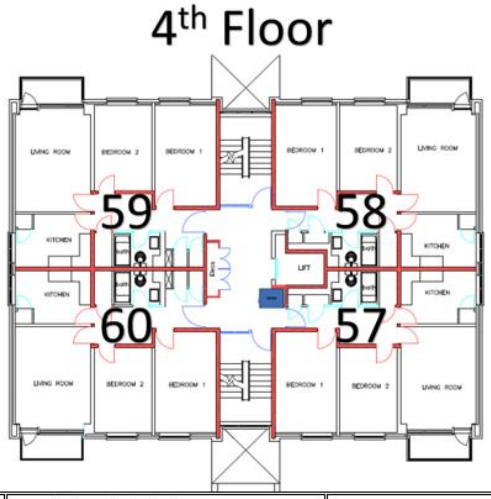
Section 5

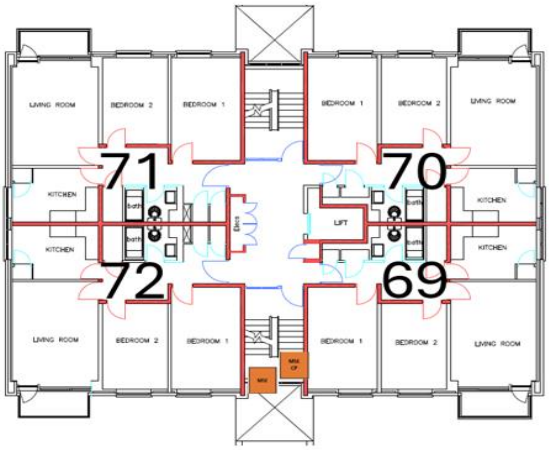
Building Plan

Aerial View

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

symbols	Oak Court Ground floor
premise information box main access point dry riser mechanical smoke extraction mechanical smoke extraction control panel	
Address: **Oak Court** **Acacia Avenue** **WS5 4HB**	Survey date last updated: 29/02/2024
Floor plan	

symbols	Oak Court 4th Floor
dry riser mechanical smoke extraction	
Address: **Oak Court** **Acacia Avenue** **WS5 4HB**	Survey date last updated29/02/2024
Floor plan	

symbols	Oak Court 7th Floor
Dry riser Mechanical smoke extraction Mechanical smoke extraction control panel	
Address: **Oak Court** **Acacia Avenue** **WS5 4HB**	Survey date last updated: 13/03/2026
Floor plan	

Section 6

External envelope

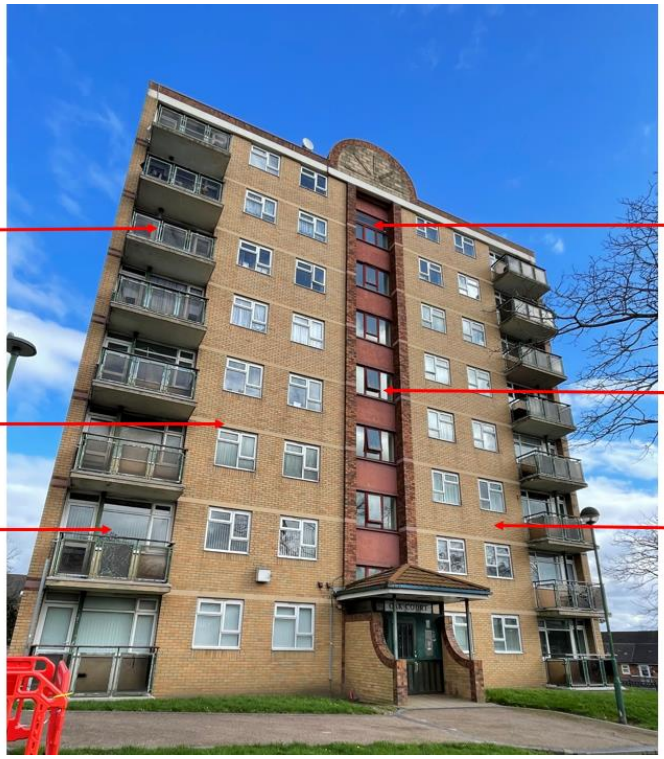
Following the introduction of the Fire Safety Act 2021, consideration needs to be given to the external envelope of the building for any fire risk. This predominantly means the external wall construction including any insulation filler. It also includes balconies and any other fixtures as well as doors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

Firntec Building Compliance were appointed as third party contractors; they have carried out External Wall appraisals of Sandwell Metropolitan Borough Councils High Rise Buildings. Therefore, an external wall appraisal (step 1) was completed on 28/08/2025, a suggested review date has been confirmed as 20/08/2030.

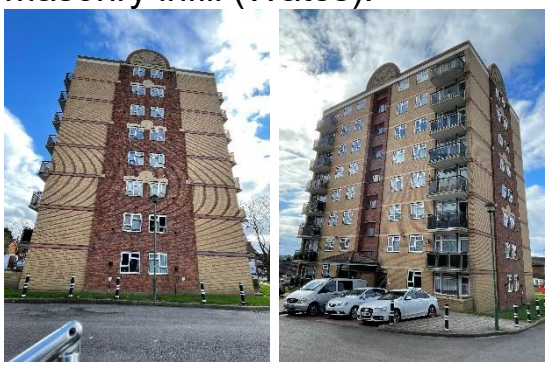
A FRAEW steps 2-5 was completed by Firntec on 28th July 2025. Based on the available evidence, the building presents an overall medium risk rating (neutral outcome). There are no recommended remedial actions within the report.

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

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



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



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

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

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

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

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

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

7) **Wicker screening has been installed to the balcony of flat 47. Timber screening has the potential to support the external spread of flame. This is a leaseholder property.**

8) **Decorative trellis has been installed to the balcony of flat 69. Decorative trellis has the potential to support the external spread of flame.**

9) A photocell has been overridden with a rubber glove on the south facing side elevation. An electrical inspector has been requested to resolve.

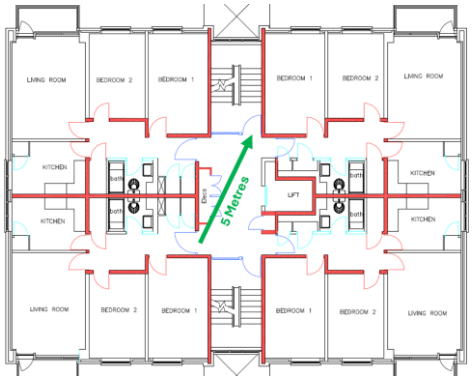
10) A number of extraction vents to the side elevations at 1st floor were noted as damaged with missing covers. The risk is deemed sufficiently low however the vents should be replaced via SMBC internal repairs system. 17/03/26 Email received confirming repairs have been resolved.

Section 7

Means of Escape from Fire

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

2) The maximum travel distance from a flat to the furthest protected stairwell is 5 metres.



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

4) There are no single travel condition corridors.

5) The means of escape are protected to prevent the spread of fire and smoke by means of notional fire doors.

6) The communal landing / staircases are protected by use of self-closing 44mm notional 30-minute timber fire doors with vision panels. All doors have been upgraded with intumescent strips / cold smoke seals.


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. This is tested, inspected and maintained by a competent procured contractor in accordance with BS7346. The frequency for the maintenance checks are usually carried out twice per year (April and October).

11) AOV's are located at the top of the front staircase. Detection for the AOV's within the communal areas.

12) There are natural louvre vents/screens to the rear staircase and openable windows to the front staircase in addition to the automatic opening vent at the top of the front staircase.

13) Communal windows can only be opened within the front staircase for the block. A protective film has been applied to a 7th floor window to secure a cracked pane. A repair has been raised – JM 18159535

14) Communal areas should be kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year, all items of rubbish are immediately removed.

15) There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed

16) Emergency lighting is provided to communal landings and stairs. Checks are done on a monthly basis by Sandwell MBC in house electrical team or approved contractor.

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

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

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

20) It was noted there is a redundant incinerator cupboard within the communal stairwell. (Access not gained)

21) The surface coatings to the communal areas are Class 0 rated.

22) It was noted that there are service cupboards housing stop taps for individual flats protected behind are notional 44mm 30-minute fire doors, secured with Budget locks.

23) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them, or they are asked to leave by the emergency services.

24) Individual flat doors are predominantly nominal 44mm composite fire door sets with intumescent strips, cold smoke seals and self-closing devices. Manufactured by Permadoor.


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

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 a sample of properties via SMBC's Job Manager system, the smoke alarms within residents flats are installed to and LD2 or LD1 standard. The detectors are checked and records updated during and following the annual gas service.

   Flat 50 – LD2 Kitchen, Hall and Living room.
   Flat 42 – LD1 Kitchen, Hall, Bedrooms and Living room.
   Flat 59 – LD2 Kitchen, Hall and Living room.
   Flat 70 – LD1 Kitchen, Hall, Bedrooms and Living room.

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

3) There is no effective means for detecting an outbreak of fire to communal areas. The reason for this are:

   I. Such systems may get vandalised.
   II. False alarms would occur.
   III. A Stay Put - Unless policy is in place

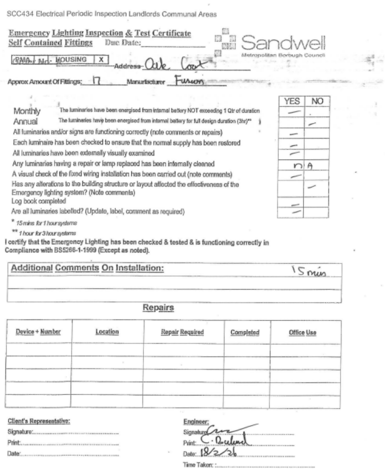
4) A sprinkler or deluge system is provided to the refuse chute bin store. An approved contractor maintains the system. The frequency for the maintenance checks are twice per year (April and October).

Section 9 Emergency Lighting

1) The premises have a sufficient emergency system in accordance with BS 5266 and has test points strategically located.

2) The self-contained units are provided to the communal landings, stairs and lift motor room.

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



SCC434 Electrical Periodic Inspection Landlords Communal Areas

Emergency Lighting Inspection & Test Certificate
Self Contained Fittings Due Date:

Sandwell Metropolitan Borough Council

RMA No. | HOUSING | X

Address: Oak Court

Approx Amount Of Fittings: 17 Manufacturer: Fusion

	YES	NO
Monthly: The luminaries have been energised from internal battery NOT exceeding 1 Qtr of duration	✓	
Annual: The luminaries have been energised from internal battery for full design duration (3hr)**		✓
All luminaries and/or signs are functioning correctly (note comments or repairs)	✓	
Each luminaire has been checked to ensure that the normal supply has been restored	✓	
All luminaries have been externally visually examined	✓	
Any luminaries having a repair or lamp replaced has been internally cleaned	n	A
A visual check of the fixed wiring installation has been carried out (note comments)	✓	
Has any alterations to the building structure or layout affected the effectiveness of the Emergency lighting system? (Note comments)		✓
Log book completed	✓	
Are all luminaries labelled? (Update, label, comment as required)	✓	

* 15 mins for 1 hour systems
** 1 hour for 3 hour systems

I certify that the Emergency Lighting has been checked & tested & is functioning correctly in Compliance with BS5266-1-1999 (Except as noted).

Additional Comments On Installation: 15 mins

Repairs

Device + Number	Location	Repair Required	Completed	Office Use

Client's Representative:
Signature:
Print:
Date:

Engineer:
Signature:
Print: C. Bucland
Date: 18/2/26
Time Taken:

Section 10

Compartmentation

1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts. All doors are a minimum nominal or notional 30-minute fire resistant with intumescent strips & cold smoke seals, including those in 1-hour rated walls.

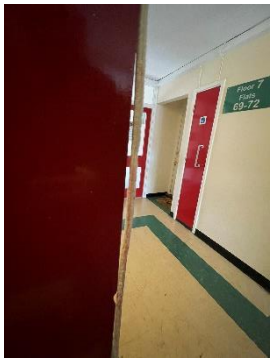
2) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping as not been compromised by third parties and where applicable enhance the fire stopping.

3) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).

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

5) All service cupboards to communal landings are notional fire doors with a minimum of 30 minutes fire resistance, partially secured with budget locks. **Because the budget locks are not securing the doors correctly they should be replaced with suited 138 mortice locks.**

6) **The right hand door to the left side service cupboard on the 7th floor has a defective cold smoke seal, replacement required.**

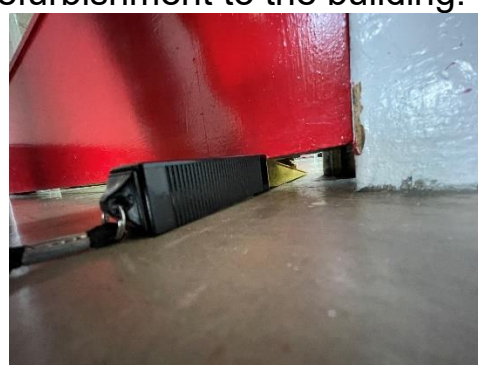



7) The communal landing & staircases are protected by use of upgraded notional self-closing 44mm 30-minute timber fire doors with vision panels and screens. It is recognised that these doors do not meet today's benchmark of a certified FD30s fire door install however, because they were installed at the time of the buildings construction and to the standard of that time they are deemed as acceptable so long as the doors are free of damage and function as they were intended to do so. Because the majority of the doors had excessive gaps, worn batwing smoke seals, and some worn hinges, the Building Safety Manager met on site with the Fire Rapid Response Team to review and agree a way of improving the doors.

As an interim measure, an action has been created for the Fire Rapid Response Team to improve the function of each communal landing door by, where necessary, re lipping, re aligning, removing old bat wings and oversized strips. Replace with new combined strips, new hinges, self-closers and address any defect beading if required.

The replacement of communal doors with certified FD30s should be considered as part of any future refurbishment to the building.





8) Dry riser and telecom service cupboards to communal landings have notional fire doors with a minimum of 30 minutes fire resistance, partially secured with budget locks. **Because the budget locks are not securing the doors correctly they should be replaced with suited 54 key mortice locks.**

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

10) Individual flat entrance doors were inspected in January 2025. On a best endeavour basis, access was obtained to 25 flats, allowing inspection to both sides. The next annual inspection is scheduled for 23rd March 2026 by SMBC's Fire Rapid Response team who are qualified fire door inspectors. Any subsequent repairs will be completed by the Fire Rapid Response team. An approved contractor will install any replacement FD30s doors that are required.

11) The fire stopping / compartmentation is subject to a 12-week check by the Fire Safety Rapid Response Team.

12) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.

13) Access panels to stop taps are fixed to masonry and bedded on Intumescent material. However, in some cases stop taps are housed behind 44mm, 30-minute notional doors.

Definitions Fire Doors.

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

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

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

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

Section 11

Fire Fighting Equipment

1) There is a dry riser that serves the building. The dry riser inlet is located within the ground floor dry riser cupboard.

2) The dry riser is checked regularly as part of the Caretakers duties.

3) The riser outlets are available on each floor lobby (1st – 7th) secured within cupboards by Budget Locks.

4) Maintenance contracts in place to service the valves twice per year (April and October) with a hydraulic test undertaken annually (October) to comply with the requirements of BS9990.

5) Portable fire extinguisher (CO2) is provided to the lift motor room. Maintenance contracts in place for maintenance of the extinguisher. The frequency for the maintenance checks is once (October) of each calendar year.

6) The nearest fire hydrant is located adjacent the rear access door by the car park.

7) Bin room is protected by deluge / sprinkler system and serviced 6-monthly control panel can be located in the ground floor service cupboard.

Section 12

Fire Signage

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

2) Fire Action Notices are displayed throughout the building.

3) It was noted that there is no signage utilised to display the numbers and floors of all flats within the entrance foyer. Temporary signage has been installed (18/03/26) and an email request has been sent to Asset Management to source a permanent solution.

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

5) Photoluminescent wayfinding signage depicting floor level and flat numbers are fitted to the walls on all floors adjacent the lift car's and to the wall of each landing on the communal staircase. Signage that meets the requirement of ADB and Fire Safety (England) Regulations 2022.

6) The fire escape routes generally do not use directional fire signage due to simplicity of layout.

Section 13

Employee & Resident Training/Provision of Information

1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke ‘Fire Safety in High / Low Rise Flatted Accommodation’ Video.

2) All employees are encouraged to complete ‘In the line of fire’ training on an annual basis.

3) Caretaking Teams are not currently trained in the effective use of fire extinguishers. The only extinguishers located within the lift motor room. Caretaking Teams are not expected to tackle fires in this area.

4) Staff undertaking fire risk assessments are qualified to Level 4 Diploma in Fire Risk Assessment.

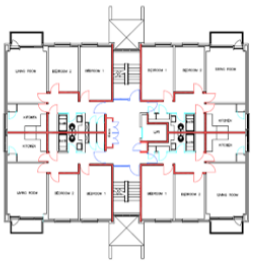
5) Fire safety information has been provided as part of tenancy pack.

6) Building safety and evacuation notices are displayed in common areas and lift cars.

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

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

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

BUILDING SAFETY INFORMATION		Sandwell Metropolitan Borough Council OAK COURT	FIRE SAFETY INFORMATION	
TO KEEP YOU SAFE WE DO THIS (green background)		TO KEEP YOURSELF AND OTHERS SAFE, DO THIS (blue background)	SAVE LIVES, DON'T DO THIS (red background)	
	The mains electrical system is tested every 5 years.	FIRE ALARMS DO NOT CONNECT TO THE FIRE SERVICE. IN AN EMERGENCY DIAL 999 OR 112 AND ASK FOR POLICE, AMBULANCE OR FIRE SERVICE		Fire Risk Assessments (FRAs) are undertaken in line with the Regulatory Reform (Fire Safety) Order 2005.
	The gas supply is tested annually.			Stairs and corridors are escape routes and must be kept clear.
	Water supplies are checked in line with water hygiene regulations.			Emergency lighting comes on in the event of power failure and is checked monthly.
	There is 5 yearly check of the structural condition.			Walls, floors and ceilings around flats provide a minimum of 60 minutes fire resistance.
	An asbestos survey has been completed and available on request.			Flat doors are fire rated to protect the escape route. DO NOT REMOVE THE DOOR CLOSERS
	This building has protection against lightning strikes. The system is checked annually.	THIS BUILDING IS DESIGNED TO SUPPORT A ***STAY PUT*** POLICY. IN THE EVENT OF A FIRE ELSEWHERE, STAY IN YOUR FLAT ***UNLESS*** AFFECTED BY FIRE OR SMOKE.		Smoke and heat detector/alarms are in resident's flats only.
	There is a 'dry riser' to assist fire-fighters in getting water to a floor level. This is checked 6 monthly.			Smoke detectors in common areas are to open automatic vents and not to raise the alarm.
	The external façade is traditional brick. All materials are class A1 limited combustibility. Class A & A1 are an accepted standard.	Fire safety advice Further information available at www.Sandwell.gov.uk, your My Sandwell account or the Fire Safety Liaison Officer on 0121 569 6000 Abdulmonim_Khan@sandwell.gov.uk Resident Engagement Officer Adrian_Jones@sandwell.gov.uk Building Safety Manager Sandwell FRAs		Bin rooms have sprinkler protection activated by smoke alarms.

Section 14

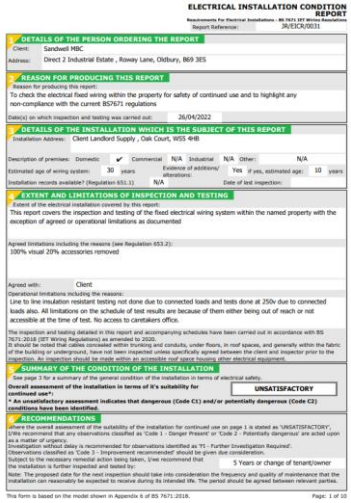
Sources of Ignition

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

2) Hot working is not normally conducted onsite. If essential maintenance requires the use of hot work processes, then corporate policies and procedures will be enforced.

3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.

4) The fixed electrical installation should be tested every 5 years. It was noted that the last inspection was recorded as unsatisfactory in April 2022. Subsequent remedial works were then completed in May 2022. Certs evidenced below.


ELECTRICAL INSTALLATION CONDITION REPORT

DETAILS OF THE PERSON ORDERING THE REPORT

Client: Sandwell MBC

Address: Direct 2 Industrial Estate , Roway Lane, Oldbury, B69 3ES

REASON FOR PRODUCING THIS REPORT

To check the electrical fixed wiring within the property for safety of continued use and to highlight any non-compliance with the current BS7671 regulations

Date(s) on which inspection and testing was carried out: 26/04/2022

DETAILS OF THE INSTALLATION WHICH IS THE SUBJECT OF THIS REPORT

Installation Address: Client Landlord Supply , Oak Court, WS5 4HB

Description of premises: Domestic ✔ Commercial N/A Industrial N/A Other: N/A

Estimated age of wiring system: 30 years Evidence of additions/ alterations: Yes If yes, estimated age: 10 years

Installation records available? (Regulation 651.1) N/A Date of last inspection:

EXTENT AND LIMITATIONS OF INSPECTION AND TESTING

Extent of the electrical installation covered by this report:

This report covers the inspection and testing of the fixed electrical wiring system within the named property with the exception of agreed or operational limitations as documented

Agreed limitations including the reasons (see Regulation 653.2):

100% visual 20% accessories removed

Agreed with: Client

Operational limitations including the reasons:

Line to line insulation resistant testing not done due to connected loads and tests done at 250v due to connected loads also. All limitations on the schedule of test results are because of them either being out of reach or not accessible at the time of test. No access to caretakers office.

The inspection and testing detailed in this report and accompanying schedules have been carried out in accordance with BS 7671:2018 (IET Wiring Regulations) as amended to 2020.

It should be noted that cables concealed within trunking and conduits, under floors, in roof spaces, and generally within the fabric of the building or underground, have not been inspected unless specifically agreed between the client and inspector prior to the inspection. No inspection should be made within an accessible roof space housing other electrical equipment.

SUMMARY OF THE CONDITION OF THE INSTALLATION

See page 3 for a summary of the general condition of the installation in terms of electrical safety.

Overall assessment of the installation in terms of it's suitability for continued use*: UNSATISFACTORY

* An unsatisfactory assessment indicates that dangerous (Code C1) and/ or potentially dangerous (Code C2) conditions have been identified.

RECOMMENDATIONS

Where the overall assessment of the suitability of the installation for continued use on page 1 is stated as 'UNSATISFACTORY', I/We recommend that any observations classified as 'Code 1 - Danger Present' or 'Code 2 - Potentially dangerous' are acted upon as a matter of urgency.

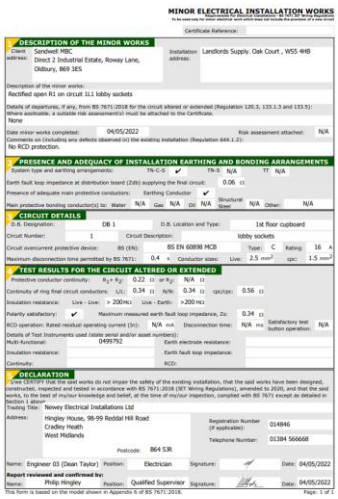
Investigation without delay is recommended for observations identified as 'FI - Further Investigation Required'.

Observations classified as 'Code 3 - Improvement recommended' should be given due consideration.

Subject to the necessary remedial action being taken, I/we recommend that 5 Years or change of tenant/owner the installation is further inspected and tested by:

Note: The proposed date for the next inspection should take into consideration the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

This form is based on the model shown in Appendix 6 of BS 7671:2018. Page: 1 of 10


MINOR ELECTRICAL INSTALLATION WORKS

Certificate Reference:

DESCRIPTION OF THE MINOR WORKS

Client address: Sandwell MBC, Direct 2 Industrial Estate, Roway Lane, Oldbury, B69 3ES

Installation address: Landlords Supply. Oak Court , WS5 4HB

Description of the minor works:

Rectified open R1 on circuit 1L1 lobby sockets

Details of departures, if any, from BS 7671:2018 for the circuit altered or extended (Regulation 120.3, 133.1.3 and 133.5):

Where applicable, a suitable risk assessment(s) must be attached to the Certificate.

None

Date minor works completed: 04/05/2022 Risk assessment attached: N/A

Comments on (including any defects observed in) the existing installation (Regulation 644.1.2):

No RCD protection.

PRESENCE AND ADEQUACY OF INSTALLATION EARTHING AND BONDING ARRANGEMENTS

System type and earthing arrangements: TN-C-S ✔ TN-S N/A TT N/A

Earth fault loop impedance at distribution board (Zdb) supplying the final circuit: 0.06 Ω

Presence of adequate main protective conductors: Earthing Conductor ✔

Main protective bonding conductor(s) to: Water N/A Gas N/A Oil N/A Structural Steel N/A Other: N/A

CIRCUIT DETAILS

D.B. Designation: DB 1 D.B. Location and Type: 1st floor cupboard

Circuit Number: 1 Circuit Description: lobby sockets

Circuit overcurrent protective device: BS (EN): BS EN 60898 MCB Type: C Rating: 16 A

Maximum disconnection time permitted by BS 7671: 0.4 s Conductor sizes: Live: 2.5 mm² cpc: 1.5 mm²

TEST RESULTS FOR THE CIRCUIT ALTERED OR EXTENDED

Protective conductor continuity: $R_1 + R_2$ 0.22 Ω or R_2 N/A Ω

Continuity of ring final circuit conductors: (r1): 0.34 Ω (rn): 0.34 Ω cpc/cpc: 0.56 Ω

Insulation resistance: Live - Live: >200MΩ Live - Earth: >200 MΩ

Polarity satisfactory: ✔ Maximum measured earth fault loop impedance, Zs: 0.34 Ω

RCD operation: Rated residual operating current (In): N/A mA Disconnection time: N/A ms Satisfactory test button operation: N/A

Details of Test Instruments used (state serial and/or asset numbers):

Multi-Functional: 0499752 Earth electrode resistance:

Insulation resistance: Earth fault loop impedance:

Continuity: RCD:

DECLARATION

I/We CERTIFY that the said works do not impair the safety of the existing installation, that the said works have been designed, constructed, inspected and tested in accordance with BS 7671:2018 (IET Wiring Regulations), amended to 2020, and that the said works, to the best of my/our knowledge and belief, at the time of my/our inspection, complied with BS 7671 except as detailed in Section 1 above.

Trading Title: Newey Electrical Installations Ltd

Address: Hingley House, 98-99 Reddal Hill Road, Cradley Heath, West Midlands Postcode: B64 5JR

Registration Number (if applicable): 014846

Telephone Number: 01384 566668

Name: Engineer 03 (Dean Taylor) Position: Electrician Signature: Date: 04/05/2022

Report reviewed and confirmed by:

Name: Philip Hingley Position: Qualified Supervisor Signature: Date: 04/05/2022

This form is based on the model shown in Appendix 6 of BS 7671:2018. Page: 1 of 1

5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a notional 44mm 30-minute door with combined intumescent strips and colds smoke seals.

6) There is lightening protection installed to the block. Maintenance contracts are in place for lightning conductor testing in accordance with BS 6651.

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

8) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas is installed within the block.

Section 15 Waste Control

1) There is a regular Cleaning Service to the premises.

2) Refuse hoppers are accessed on each floor within the rear stairwell.

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

4) Regular checks by Caretakers minimise risk of waste accumulation.

5) ‘Out of Hours’ service is in place to remove bulk items.

Section 16 Control and Supervision of Contractors and Visitors

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

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

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

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

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

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

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

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

    d) Final Contractor review on completion of works undertaken.

Section 17

Arson Prevention

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

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

3) There are no provisions for CCTV within the block.

4) Small scorch marks were noted to a communal window restrictor.

5) The perimeter of the premises is well illuminated with external lighting and street lighting.

6) There are no recorded fire incidents for Oak Court.

Section 18

Storage Arrangements

1) Residents instructed not to bring L.P.G cylinders into block. (Notice displayed in lifts)

2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”

3) No Flammable liquids stored on site by Caretakers / cleaners.

4) All store cupboards are kept locked.

5) There are no flammable liquids or gas cylinders stored on site.

Section 19

Additional Control Measures. Fire Risk Assessment - Action Plan

Significant Findings

Action Plan

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

Trivial ☒ Tolerable ☐

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

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

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

P4 Arrange and complete exceeding 6 months under programmed work

Fire Risk Assessment
Action Plan

Name of Premises or Location:	Oak Court, Acacia Avenue, Yew Tree Estate. Walsall.
Date of Action Plan:	26/03/2026
Review Date:	<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
6/7	Remove wicker screening installed to balcony of flat 47. Leaseholder property.		P3	Within 3-6 Months Ian Carpenter	

6/8	Remove decorative trellis installed to balcony of flat 69.		P3	Within 3-6 Months Housing Manager	
10/5	Replace budget locks to all lift lobby electrical service cupboards with suited 138. All flats to be provided with a key for access to meters.		P3	Within 3-6 Months Fire Rapid Response	

10/6	7th floor left hand service cupboard, replace defective cold smoke seal.		P2	Within 1-3 Months Fire Rapid Response	
10/7	Improve the function of each communal landing door by, where necessary, re lipping, re aligning, removing old bat wings and oversized strips. Replace with new combined strips, new hinges, self-closers and address any defect beading if required.		P3	Within 3-6 Months Fire Rapid Response	
10/8	Replace budget locks to all lift lobby dry riser & telecom cupboards with suited 54 key mortice locks.	N/A	P3	Within 3-6 Months Fire Rapid Response	

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
Removal of redundant fireman's switches outside main entrance.
Suitable permanent signage depicting all flats and floor levels required in entrance foyer.
Fire hydrant lid outside rear entrance is incorrectly marked as Wash Out (WO) therefore should be replaced with lid marked as Fire Hydrant (FH)
Consideration should be given to upgrade all notional doors to certified FD30s door sets & combination frames as part of a future programme.

Signed

	Building Safety Manager	Date: 18/03/2026
	Quality Assurance Check	Date: 26/03/2026

Appendix 1

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

Name of property: Oak Court

Updated: 25/06/2025

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

Hazard	Information/Comments
Asbestos (*Chrysotile, Identified by Analysis of Sample in thermoplastic tiles to bitumen adhesive to concrete floor and Asbestos cement pipe..*)	An asbestos survey has been undertaken of the communal areas. Survey held by Sandwell Housing Tel:- 0121 569 5077.

bradley ENVIRONMENTAL

Report No.:	J420889
Nature of Work:	Management Survey
Issue Date:	25/06/2025
Client Name:	Sandwell MBC (formerly Homes) Building Services, Direct 2 Trading Estate, Roway Lane, Oldbury, West Midlands, B69 3ES
UPRN:	BL00140OA01 7
Site Address:	41-72 Oak Court, Walsall, WS5 4HB

Order Placed By:	Dean Harding
Site Contact:	Communal
Date(s) of Work:	21/05/2025 to 23/05/2025
Technical Manager:	D Ely CCP (Asbestos)
Assistant Surveyor(s):	Not Applicable

Lead Surveyor:

Jack Baldwin
Asbestos Surveyor

Authorised Signatory:

Paul Walters
Technical Review Officer
25/06/2025

Non-accredited activities are present within this report.

Head Office:
20 Stourbridge Road,
Halesowen, West Midlands
B63 3US
Tel: 0121 550 0224
Email: sales@bradley-enviro.co.uk

UKAS INSPECTION 291 UKAS TESTING 1155 UKATA atac