

# **Fire Risk Assessment**

## **St Clements House 1-36**



**Hallam Street, West Bromwich,  
B71 4HB.**

**Date Completed: 09/03/2026**

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

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

**Current Risk Rating = Tolerable**

**Subsequent reviews**

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

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## Section

# 0

## Introduction

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

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

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

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

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

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

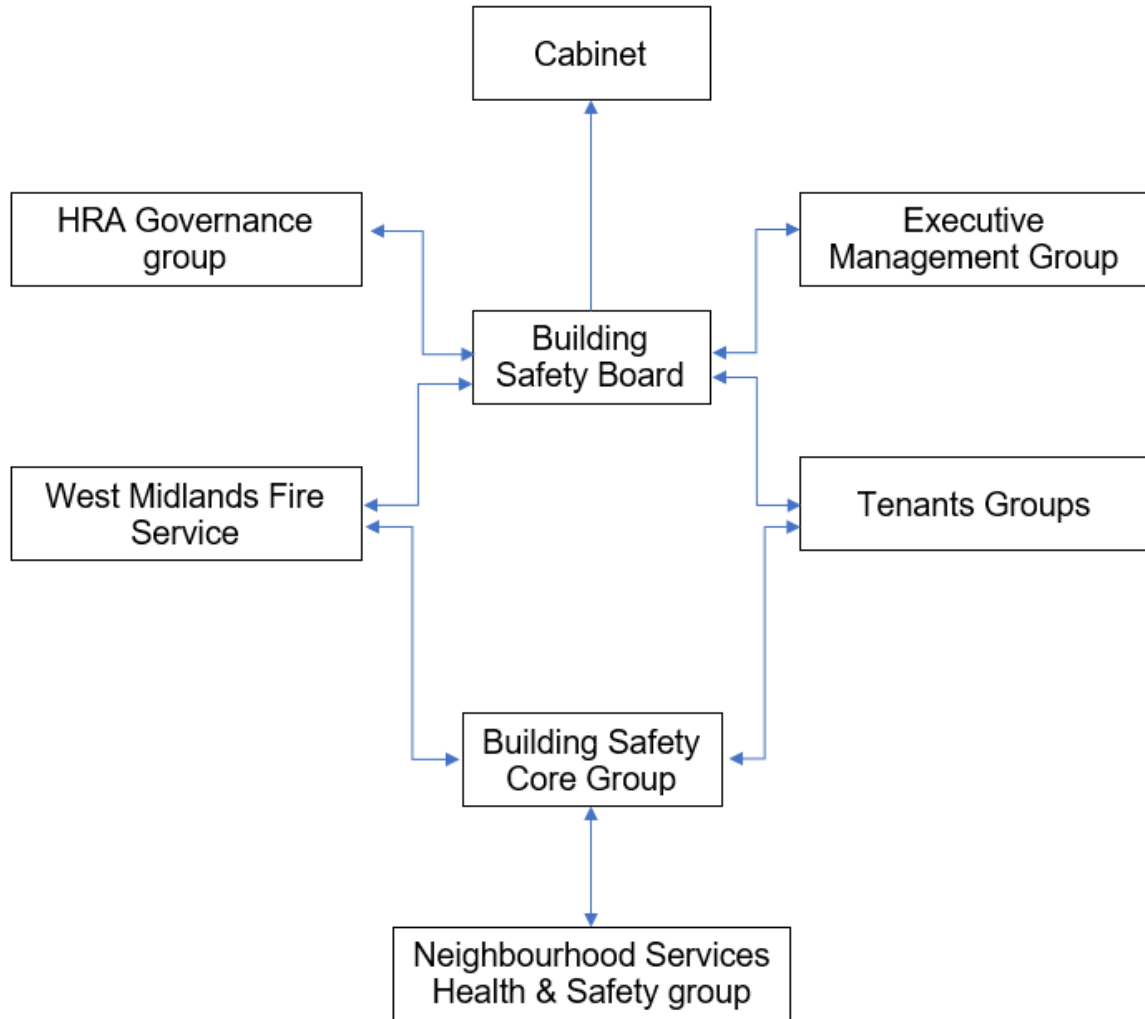
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The above processes and procedures are overseen by the Fire Safety, Facilities and Premises Manager who reports to the Business Manager - Surveying and Fire Safety.

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

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

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

Section

1

Significant findings

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

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

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

**Significant findings**

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

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

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Section number	Section Area	Individual Risk Level
<a href="#">Section 6</a>	<p><b>External Envelope</b>            Blockwork from ground to 1<sup>ST</sup> floor. Fire classification A1.</p> <p>Rockwool Insulated render system. Fire classification A1.</p> <p>Tiles Fire classification A1.</p> <p>Aluminium panels. Fire classification A2.</p>	<p>Trivial</p>
<a href="#">Section 7</a>	<p><b>Means of Escape from Fire</b>            There are two protected stairs that provide sufficient means of escape.</p> <p>Detection for AOV present in front and rear stairwell landings.</p> <p>Emergency lighting is provided to communal corridors and stairs.</p> <p>The communal landings and stairs are protected by nominal self-closing FD 60S doors.</p> <p>A service level agreement is required to be drawn up to control access to the communal room by the Tenants and Residents Association only.</p>	<p>Tolerable</p>

<p><a href="#">Section 8</a></p>	<p><b>Fire Detection and Alarm Systems</b>            Fire detection within sampled flats is installed to a minimum of LD3 standard.</p> <p>The communal room has a dedicated AFA system with sounder and beacon in the ground floor foyer.</p> <p>Automatic opening vents are installed to the front and rear stairwells.</p> <p>A deluge system is provided to the bin store.</p>	<p>Trivial</p>
<p><a href="#">Section 9</a></p>	<p><b>Emergency Lighting</b>            The premises have a sufficient emergency lighting system which is tested frequently. The EL system is a central battery type.</p>	<p>Trivial</p>
<p><a href="#">Section 10</a></p>	<p><b>Compartmentation</b>            The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts.</p> <p>All communal &amp; flat entrance doors are 30-minute and 60 minute fire doors with intumescent strips &amp; cold smoke seals, including those in 1-hour rated walls.</p> <p>All service / storage cupboard doors are minimum 30-minute fire doors.</p> <p>Compartmentation around and above the communal room and the stairwells leading to the communal room requires attention.            Missing ceiling tiles top floor.</p>	<p>Tolerable</p>

<p><a href="#">Section 11</a></p>	<p><b>Fire Fighting Equipment</b>  The dry riser outlets serve floors 1<sup>st</sup> to 8<sup>th</sup>.   Maintenance contracts are in place to service the dry riser twice yearly and the fire extinguisher annually.   Dry riser inlet located within ground floor dry riser cupboard in the lift lobby.   CO2 extinguisher within the lift motor room. This extinguisher has no information signage.   Fire suppression system installed to the bin store.</p>	<p>Tolerable</p>
<p><a href="#">Section 12</a></p>	<p><b>Fire Signage</b>  Appropriate signage has been displayed within the block including fire action notices, emergency escape signage and fire door keep shut signs.   The block has wayfinding signage depicting floor level and flat numbers in line with the Fires Safety England Regulations 2022.</p>	<p>Trivial</p>
<p><a href="#">Section 13</a></p>	<p><b>Employee Training</b>  All employees are encouraged to complete 'In the line of fire' training on an annual basis.   Fire safety information has been provided to residents.</p>	<p>Trivial</p>
<p><a href="#">Section 14</a></p>	<p><b>Sources of Ignition</b>  The date of the last EICR was 13/01/2025, recorded as satisfactory.   Smoking is prohibited within the communal areas.</p>	<p>Trivial</p>

<a href="#">Section 15</a>	<b>Waste Control</b> Regular checks by Caretakers minimise risk of waste accumulation.  Refuse containers are secured within the bin store.  Recycling bins are provided away from the block.	Trivial
<a href="#">Section 16</a>	<b>Control and Supervision of Contractors and Visitors</b> Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
<a href="#">Section 17</a>	<b>Arson Prevention</b> A door entry system prevents unauthorised access.	Trivial
<a href="#">Section 18</a>	<b>Storage Arrangements</b> Residents have no access to storage cupboards within communal areas of the building.	Trivial

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## Risk Level Indicator

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

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

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

Low  Medium  High

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

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

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

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

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

Slight Harm     Moderate Harm     Extreme Harm

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

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

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

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

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

Trivial     Tolerable     Moderate     Substantial     Intolerable

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## Comments

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

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm. This is due to there being sufficient compartmentation in the residential areas to include FD30s rated fire doors to flat entrances, FD30s and FD60s communal fire doors, combined with suitable smoke detection to at least LD3 standard within flats, an AOV system and a Stay Put – Unless policy. Note that the action in Section 7 regarding the TRA access to the communal room and compartmentation actions in Section 10 should be addressed.

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

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

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

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

**Section**

**2**

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

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

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

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

Any risk-reduction measures that are found where a PEEP is necessary and completed will be documented and taken quickly.

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

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

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**Section**

**3**

**Contact Details**

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

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

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

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

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

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

## Section 4

# Description of Premises

St Clements House  
Hallam Street  
West Bromwich  
B71 4HB

### Description of the Property

This type 1 fire risk assessment encompasses St Clements 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 1967 by Whittal Ltd for general needs housing. During 2007 refurbishment works the external wall system to all elevations was upgraded to include brickwork, mineral wool insulated render (class A1), terracotta tiles (A1) and aluminium panels (class A2).



The block consists of 10 storeys with four dwellings to each floor, except the top floor, a total of 36 flats.

ST CLEMENTS HOUSE	
9th Floor	Community Room
8th Floor	33-36
7th Floor	29-32
6th Floor	25-28
5th Floor	21-24
4th Floor	17-20
3rd Floor	13-16
2nd Floor	9-12
1st Floor	5-8
Grnd Floor	1-4

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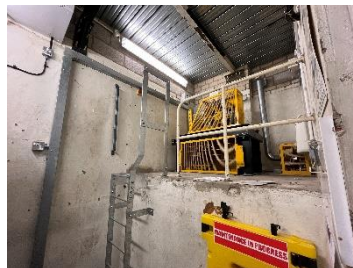
## Fire Risk Assessment

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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 main passenger lift car serving the block, going to the 7<sup>th</sup> floor, the lift motor room is located on the 8<sup>th</sup> floor. Access to lift motor room is via a 60-minute timber fire door. There is a platform lift for disabled access linking floors 7,8 and 9.



The lift lobbies, ground floor lobby and the two protected staircases are compartmented with nominal FD60s fire doors which separate the lobbies and flats from the staircases either side.



Refuse chute hoppers are available on floors ground to 8, within the front stairwell, behind FD60s doors. The chute system is connected to the bin store at the front of the building.



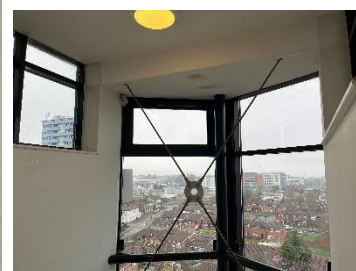
Riser cupboards on floors ground to 8 contain the flats electrical meters and communications equipment. These cupboards are protected by FD60s doors.



During the 2007 refurbishment a structure was added on to the original concrete flat roof. This structure is accessible by the blocks two staircases, which were extended up and through the original concrete roof, the front stair being of steel construction. Further access is available from a disabled access platform lift, from the 7<sup>th</sup> and 8<sup>th</sup> floors only. The structure houses a purpose built communal room with a kitchenette and a disabled access toilet. There is also a small plant room housing the blocks emergency lighting battery back-up unit. The structure sits below the pitched metal roof.



The block has two concrete (except the front stairwell joining the 8<sup>th</sup> floor with the top floor is of steel construction) protected staircases, front and rear. Automatic smoke vents (AOV) have been installed on the half landings of each floor in both stairwells and at the top of each protected stairwell. The firefighter override switch is within the rear entrance lobby.



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



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



The nearest fire hydrant is immediately outside the front entrance.



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



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

The enforcing authority is West Midlands Fire Service.

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## On arrival Information for WMFS.

Address: St Clement House, Hallam Street B71 4HB	Survey date: 16/03/2026	ON ARRIVAL INFORMATION
<b>BUILDING LAYOUT</b>		
Height.	21.6 Metres. For clarity, this is from the lowest adjoining ground level to the highest habitable floor level.	
Construction	Concrete construction. The façade to all elevations consists of block work to first floor level. There is a mixture of clay tiles (A1) with Rockwool insulation and an insulated render system (A1). In addition, the areas around the balconies to the front and rear elevations have aluminium panels (A2).	
Number of floors	10	
Layout	<p>The block consists of 10 storeys. Each of the floors contains 4 number dwellings except the 9<sup>th</sup>. The 9<sup>th</sup> floor has no dwellings. The 9<sup>th</sup> floor consists of a communal room with a kitchenette, a toilet, lift lobby and a small plant room containing the blocks emergency lighting battery back-up.</p> <p>There are two stairwells front and rear.</p> <p>Community room is secured behind locked FD30s doors and can be accessed from either staircase.</p>	
Lifts	<p>There are 2 lifts. The main passenger lift serves ground to the 7<sup>th</sup> floor, holding a weight of 630kg.</p> <p>The secondary disabled platform lift gives access from the 7<sup>th</sup> and 8<sup>th</sup> floor and to the community room on the 9<sup>th</sup> floor holding 400kg.</p>	
Types of entrance doors	Flat entrance doors are nominal timber FD30s doors.	
Rubbish chutes/ bin rooms	Yes, secured behind FD30s timber doors	
Common voids	No	
Access to roof/ service rooms	The lift motor room is located on the 8th floor; access to motor room via full height door (secured with a suited 54 mortice lock) from 8th floor landing. Access to enclosed roof void via 2 full height FD30s doors located on the rear staircase between the 8 <sup>th</sup> – 9 <sup>th</sup> floors. The main electrical plant room is off the ground floor lift lobby.	
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	<p>Fire alarm in community room only with a siren/ beacon on the ground floor nearest the main access point. Reset switch located in the community room. There is no AFA in the common areas of the building.</p> <p>Early warning is limited to hard wired, battery back-up smoke alarms within each of the resident's flats.</p>	
Caretaker/ concierge	Caretaking/cleaning service that conducts regular checks of the building. There are no permanent staff in the block.	
<b>FIREFIGHTING SYSTEMS</b>		
Water supplies	Fire hydrant is located 2m from the main access point of the building, fire hydrant / 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 vents (AOV) have been installed on the half landings in the stairwells, front and rear, and at the top of each protected stairwell. The firefighter override switch is within the rear entrance lobby.	
Sprinkler system	A drenching system is provided to the refuse chute bin store	
<b>DANGEROUS SUBSTANCES</b>		
Location, type, and quantity	N/A	
<b>SERVICES</b>		
Electricity	Electric meter cupboards located on each floor of the block. The main electrical plant room is off the ground floor lift lobby.	
Gas	Gas isolation points located on the orientation plan	

## Fire Risk Assessment

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High/Low Rise	High
Number of Floors	10
Date of Construction	1967
Construction Type	Whittal
Last Refurbished	2007
External Cladding	Block to 1 <sup>st</sup> floor level (Fire classification A1) then all elevations have terracotta tiles (Fire classification A1) and an insulated Rockwool render (Fire classification A1). Aluminium panels (Fire classification A2)
Number of Lifts	2; 1 main passenger to 7 <sup>th</sup> floor, 1 disabled platform lift 7 <sup>th</sup> to 9 <sup>th</sup> .
Number of Staircases	2
Automatic Smoke Ventilation to communal area	Yes.
Fire Alarm System	Not in common residential area.
Refuse Chute	Yes
Access to Roof	Access to the roof is obtained via a trap door located in the ceiling of the lobby adjacent to the communal room on the top floor. A further trap door leads out on to the roof.
Equipment on roof (e.g. mobile phone station etc)	No

### Persons at Risk

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

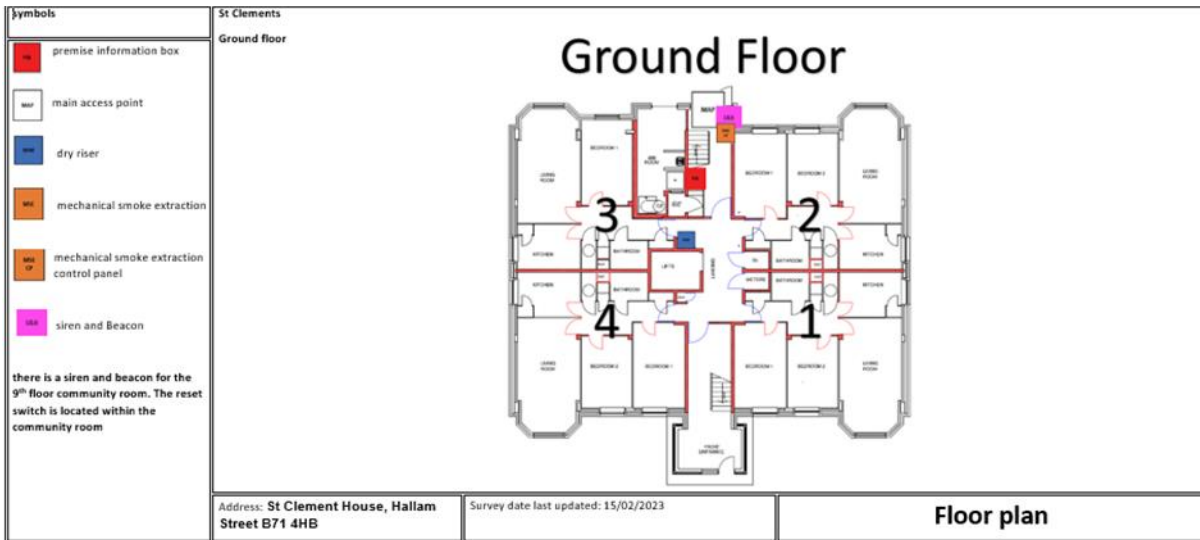
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# Section 5

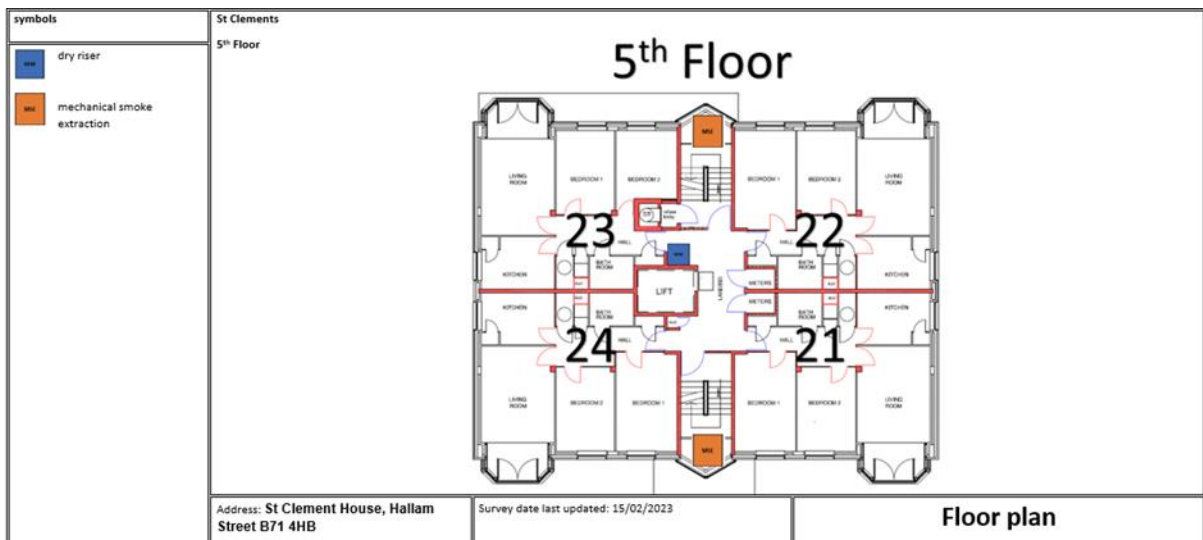
## Building Plan

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

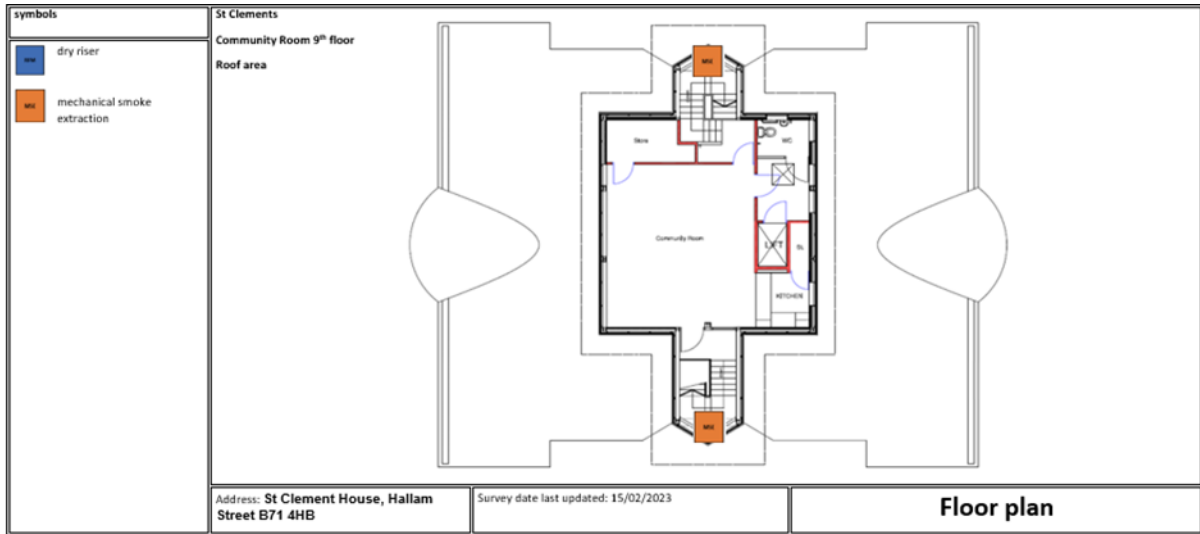
The plans have been shared with WMFS electronically via their portal.



Typical upper floor.



Top 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 St Clements House has 4 separate areas of cladding. The external wall system was upgraded in 2007 and comprises of:

- Brickwork from ground to 1st floor. Fire classification A1.



- Render system 1st to 8th floor. Fire classification A1.



- Terracotta tiles. Fire classification A1.



- Aluminium panels. Fire classification A2.



## Section

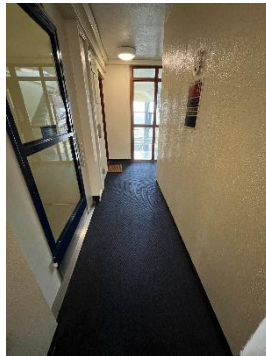
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## Means of Escape from Fire

- 1) The building has two protected staircases that provide adequate means of escape. The staircases are 1030mm in width. The staircases are of concrete construction from the ground floor up to top floor at the rear and from the ground floor to the 8th floor at the front. The staircase from the 8<sup>th</sup> to the 9<sup>th</sup> at the front is of steel construction.



- 2) All corridors are of adequate width (at least 980mm) 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 in the residential areas 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 in the residential areas are protected to prevent the spread of fire and smoke.

- 6) The communal landing / staircases are protected by use of nominal FD60s fire doors with vision panels.



- 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 vents (AOV) have been installed on the half landings of each floor and at the top of each protected stairwell. The firefighter override switch is within the rear entrance lobby. 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).
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## Fire Risk Assessment

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- 11) Refuse chute hoppers are available on each floor, protected by FD60s doors. The chute system is connected to the bin store at the rear of the building.



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



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



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

- 15) It was noted that landing floors are fitted with carpet. It is understood that carpets have been procured in accordance with BS 5287: 1988 specification for assessment and labelling of textile floor coverings and & BS 4790 Fire Test to Textile Floor Coverings. These carpets have been procured by SMBC utilising third party approved contractors. Therefore, it is understood that carpets fitted meet the approved standard.



- 16) Individual flat entrance doors are predominately nominal FD30S rated timber fire doors.



- 17) 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. Records are recorded electronically by SMBC.
- 18) **The means of escape from the top floor communal room is facilitated by two exit doors each exiting onto either the front or rear escape stairwell. The communal room can be accessed by disabled persons using the platform lift from the 7<sup>th</sup> and 8<sup>th</sup> floor. There are no refuge facilities, no evac chair and no trained permanent staff.**

**The communal room is currently believed to be only used by the Tenants and Residents Association. A service level agreement is required to be drawn up to control access to the communal room, agree terms of use and to formalise fire safety procedures. See action 7/18.**



**Section**

**8**

**Fire Detection and Alarm Systems**

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- 1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test by the resident.
- 2) Access was not gained to resident's flats to sample smoke detection. Based on information collated from in house teams (JM) the smoke alarms within resident's flats are installed to a minimum of an LD3 Standard.

Flats; 10 LD2, 16 LD3, 24 LD2 & 33 LD1.

*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 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 vents have been installed on stairwell and landing lobbies. The vents in the stairwells will automatically open when smoke has been detected.



- 5) The communal room on the top floor has an automatic fire alarm system that appears to conform to BS5839. There are detector heads, manual call points and a fire alarm control switch within the communal room. There is also a repeater siren and beacon for this system in the front ground floor entrance foyer.



- 6) A deluge system is provided in the refuse chute bin store. Detectors for actuation and the control unit 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**

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## **Emergency Lighting**

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- 1) The premises has a sufficient emergency / escape lighting system in accordance with BS 5266. The emergency lighting is a central battery system, the central battery is situated in the cupboard in the communal room.



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

**Section**

**10**

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## **Compartmentation**

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

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts. All doors are minimum 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls.
  - 2) The premise has sufficient compartmentation in the residential areas to limit the travel and effect of smoke and flame in event of a fire in the residential areas. 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 nominal 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 nominal 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 predominately nominal FD30S rated timber fire doors.



- 10) The communal staircase, lobbies and corridors are protected by use of nominal FD60s 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) Stop taps are secured behind a panel cupped and screwed near flat doors.



- 13) **Suspended ceiling panels are missing in the following areas: communal room, communal room toilet and at the top of the rear stairwell near the communal room entrance. Missing ceiling tiles can prevent or slow down smoke reaching detector heads. All missing ceiling tiles are required to be replaced. See action 10/13.**



- 14) **Compartmentation above and around the communal room and on the outer side of both protected stairwells on the top floor is unsatisfactory and requires major rectification. It is recommended that the compartmentation above and around the communal room and on the outer side of both protected stairwells on the top floor and the disabled lift shaft receives major rectification by a suitably trained person. See action 10/14.**



**Section  
11**

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## Fire Fighting Equipment

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

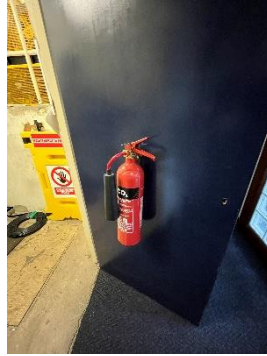


- 2) The dry riser outlets are located within cupboards on floors 1 to 8, secured with a type 54 suited mortice lock. The dry risers are checked regularly as part of the caretakers' duties.



- 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.



- 5) There is a fire blanket, a water and a CO2 extinguisher in the communal room.



- 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.



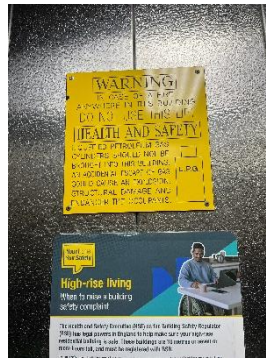
- 3) Signage depicting the floor location of each flat is fitted to the ground floor lobby wall.



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.

# Fire Risk Assessment



**IMPORTANT NOTICE**

### FIRE DOORS

Fire doors are crucial life safety features, designed to restrict the spread of smoke and fire for a substantial period of time.

**You must ensure:**

- The doors are kept shut when not in use.
- Residents and visitors do not tamper with doors or self-closing devices.
- Any faults or damage is reported immediately to the Contact Centre using the details below.

**You must NOT:**

- Alter or change your fire door or internal doors without prior consent from Sandwell Council.

**We will:**

- Ensure residents check communal fire doors.
- Only out an audit of communal fire doors every 12 weeks.
- Check your fire door for the door every year.

**ANY UNAUTHORISED MODIFICATIONS MAY PUT LIVES AT RISK**

**PLEASE REPORT ANY DEFECTS OR CONCERNS WITH FIRE DOORS TO:**

Name: Contact Centre  
Phone: 0121 958 8000  
Email: [residents\\_enquiries@sandwell.gov.uk](mailto:residents_enquiries@sandwell.gov.uk)  
Or live: My Sandwell Account

This information is provided in line with the fire safety (England) Regulations 2017 to ensure the safety of residents and building works is not negatively impacted by the modification / misuse of the doors.

**Use QR Code to access the Safety Advice**

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



### Fire safety advice

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

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

- Leave the room where the fire is and close the door.
- Alert anyone else in the property that there is a fire and leave the flat, closing all doors behind you.
- Do not stay to put out the fire.
- Use the staircase to exit the building. Do not use the lift.
- Call 999 and wait for the fire service to arrive. Do not re-enter the building.

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

- It will normally be asked for you to remain in your flat and stay put unless the heat or smoke from the fire is affecting you.
- If your safety is compromised, then you should leave the building following the guidance in the fire risk to your flat.
- If you are instructed to leave by a member of the emergency services, you should do so immediately.
- In either case, use the staircase to exit the building. Do not use the lift.

**Do not use the lift.**

This poster is an educational strategy used to promote fire safety in flats. It is not intended to be used as a substitute for fire safety advice.

If you notice any fire doors within the building that are damaged or wedged open, or have any other concerns, please call us on 0121 958 8000.

**Section  
14**

**Sources of Ignition**

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



- 2) Hot works are not usually conducted. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) The electrical installation shall be tested every 5 years. Latest EICR dated 13/01/2025 and recorded as satisfactory.

This report is not valid if the serial number has been defaced or altered

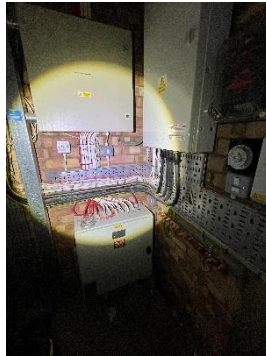
212885 EICR18.3C

**ELECTRICAL INSTALLATION CONDITION REPORT**  
Issued in accordance with BS 7671:2018 (as amended) - Requirements for Electrical Installations

PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION		
<b>DETAILS OF THE CONTRACTOR</b> (Where applicable) Registration #/ EICR: _____ Branch #/ No: _____ Trading Title: C.S. Electrical Installations Ltd Address: Unit 7, Bridge Street, Wednesbury Postcode: WOODHURST Tel No: 0121 362 2117		<b>DETAILS OF THE CLIENT</b> Contractor Reference Number (CRM): N/A Name: Sandwell Mfg Address: Direct 7 Industrial Park, Roway Lane, Oldbury Postcode: B89 3ES Tel No: N/A
<b>DETAILS OF THE INSTALLATION</b> Occupier: COMMERCIAL UPRN: N/A Address: ST CLEMENTS HOUSE, HALLAM STREET, WEST BROMWICH, WEST MIDLANDS Postcode: B71 4HL Tel No: N/A		
PART 2: PURPOSE OF THE REPORT		
Purpose for which this report is required: Requested by the housing association to verify the standard of the electrical installation and is safe for continued use		
Date(s) when inspection and testing was carried out: (13/01/2025) Records available (YES/NO): (No) Previous inspection report available (YES/NO): (No) Previous report date: (13/01/2024)		
PART 3: SUMMARY OF THE CONDITION OF THE INSTALLATION		
General condition of the installation (in terms of electrical safety): This installation is safe for continued use noting observations in part 5.		
<b>Description of premises</b> Dwelling <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (include brief description): COMMERCIAL/AREA Estimated age of electrical installation: (05) years Evidence of additions or alterations: (Yes) if Yes, estimated age 2 years Overall assessment of the installation is: <b>Satisfactory</b> <small>*An unsatisfactory assessment indicates that dangerous (C18-C17) and/or potentially dangerous (C16-C15) conditions have been identified (listed in PART 5 of this report) and it is recommended that these are acted upon as a matter of urgency.</small>		
PART 4: DECLARATION		
<b>INSPECTION AND TESTING</b> I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), particulars of which are described in PART 1, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report including the observations (PART 5) and the attached Schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 1 of this report. Name (capital) on behalf of the contractor identified in PART 1: M.D. DAVID BUTLER Signature: [Signature] Date: 13/01/2025 I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: N/A (date) AS PER GUIDANCE NOTE 3, TABLE 3.2 OR CHANGE OF OCCUPANCY Give reasons for recommendation: The installation is in accordance with the requirements of BS 7671:2018 (as amended) and the contractor has provided evidence of competence and the installer can reasonably be expected to ensure during its maintenance. The general should be agreed between relevant parties.		
<b>REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR</b> Name (capital) on behalf of the contractor identified in PART 1: M.D. DAVID BUTLER Signature: [Signature] Date: 13/01/2025		

This report is based on the model forms shown in Appendix 4 of BS 7671:2018 (as amended) © Copyright Copyright LSP August 2024. Sites 1 (\*) or value in the respective fields, as appropriate. Where an item is not applicable insert 'N/A'. Please see the Notes for Recipient. Page 1 of 24

- 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) Sampled portable electrical equipment in the communal room was in date. 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.



- 8) There is a small kitchenette within the communal room. This kitchenette is to be used for the reheating and cold preparation of food only.



**Section  
15**

**Waste Control**

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- 1) There is a regular cleaning service to the premises.
- 2) Refuse & recycling containers are emptied regularly. Refuse containers are in the bin store which is at the rear of the block. Recycling containers are kept away from the block.



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

**Section  
16**

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## **Control and Supervision of Contractors and Visitors**

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

**Section  
17**

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## Arson Prevention

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



- 3) There is no current evidence of arson
  - 4) There have been no reported fire incidents since the previous FRA in March 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**

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

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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:

St Clements House

Date of Action Plan:



10/03/2026

Review Date:

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/18	A service level agreement is required to be drawn up to control access to the communal room, agree terms of use and to formalise fire safety procedures.	<i>No image required.</i>	P2	Housing Office Manager 1 – 3 months.	




Fire Risk Assessment

10/13	Suspended ceiling panels are missing in the following areas: communal room, communal room toilet and at the top of the rear stairwell near the communal room entrance. All missing ceiling tiles are required to be replaced.		P2	Fire Rapid Response 1 – 3 months.	
10/14	It is recommended that the compartmentation above and around the communal room and on the outer side of both protected stairwells on the top floor and the disabled lift shaft receives major rectification by a suitably trained person.		P2	Fire Rapid Response 1 – 3 months.	

Fire Risk Assessment



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11/4	The CO2 extinguisher in the lift motor room has no extinguisher information sign. A CO2 extinguisher information sign is required to be fitted.		P2	Asset Management 1 – 3 months.	
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When undertaking future improvement program(s), it is advised that the observations listed below should be given consideration (noting that the safety of the residents is not jeopardised by these, and all steps to reduce any known risks have been taken).

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

**Signed**

	Building Safety Manager	Date: 10/03/2026.
	Quality Assurance Check	Date: 16/03/2026.



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

Name of property: St Clements House.

Date; 03/07/2025

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



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

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



Report No.: J421064  
 Nature of Work: Management Survey  
 Issue Date: 03/07/2025  
 Client Name: Sandwell MBC (formerly Homes)  
 Building Services, Direct 2 Trading Estate, Roway Lane,  
 Oldbury, West Midlands, B69 3ES  
 UPRN: BL22060ST01 8  
 Site Address: 1-36 St Clements House, West Bromwich, B71 4HB



Order Placed By: Jon Hemming  
 Site Contact: Dean Harding  
 Date(s) of Work: 11/06/2025  
 Technical Manager: D Ely CCP (Asbestos)  
 Assistant Surveyor(s): Not Applicable  
 Lead Surveyor:   
 Anton Rickards  
 Asbestos Surveyor  
 Authorised Signatory:   
 Paul Walters  
 Technical Review Officer  
 03/07/2025

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

