

Fire Risk Assessment

Hackwood House



**Hartlebury Rd, Oldbury,
B69 1EG.**

Date Completed: 12/05/2026

Officer: A. Froggatt. Building Safety Manager

Checked By: A. Jones. Building Safety Manager

Current Risk Rating = Tolerable

Subsequent reviews

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

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Section

0

Introduction

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

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

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

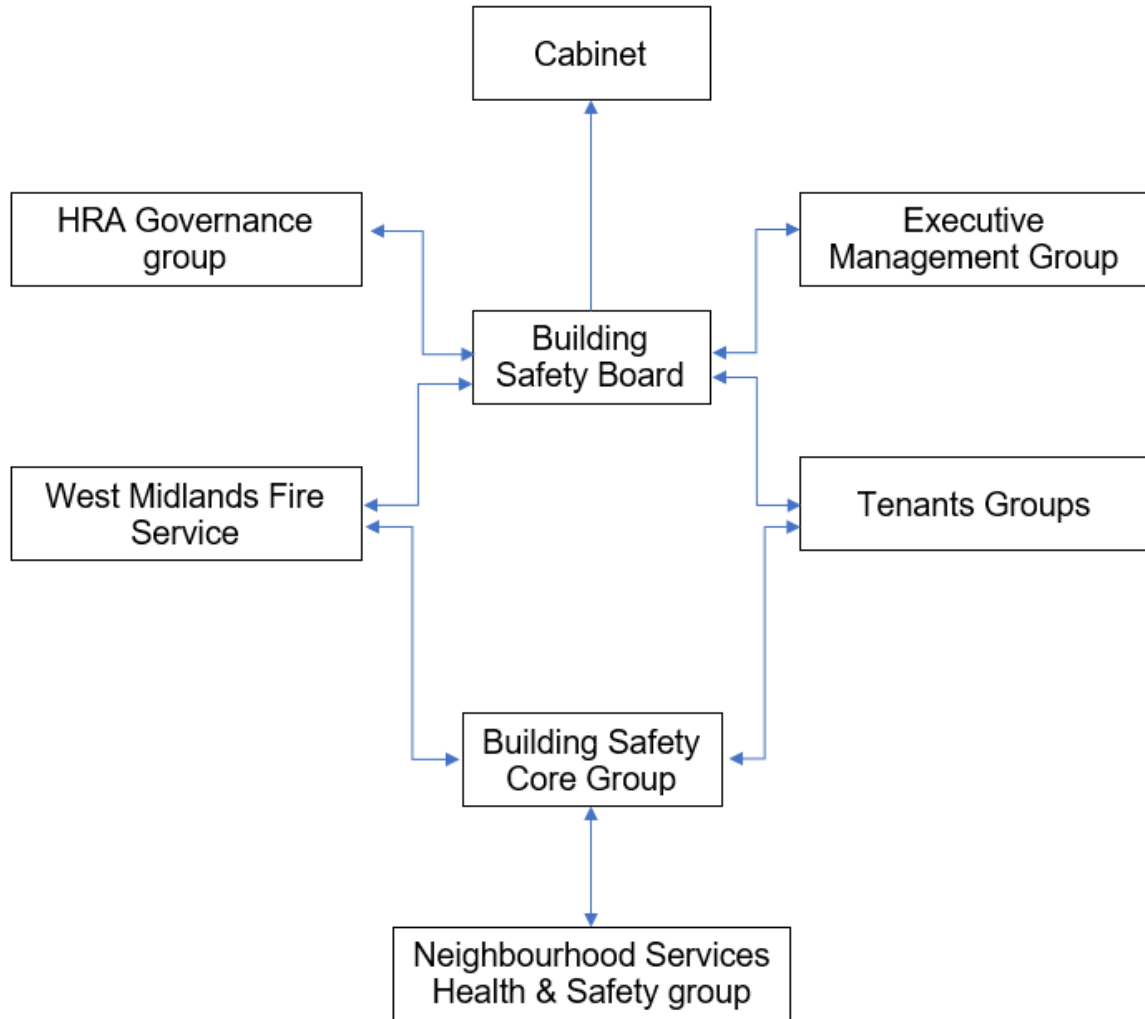
This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and become the current fire risk assessment. The previous fire risk assessment will be retained in the building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

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



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

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



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

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

Section

1

Significant findings

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

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	<p>External Envelope Brickwork up to 1st floor – Rockshield brick slips. (Class A1). Above 1st floor mixture of insulated mineral wool render (Fire Classification A2) and high density stonewool panels Fire Classification A2-s1,d0).</p>	Trivial
Section 7	<p>Means of Escape from Fire There is a single protected staircase that provides a sufficient means of escape.</p> <p>All communal doors along the means of escape are self-closing FD30s nominal fire doors with combined intumescent strips / cold smoke seals & vision panels.</p> <p>Flat entrance doors are predominately nominal FD30s composite doors.</p> <p>Items such as bicycles stored in the common areas require removal.</p>	Tolerable
Section 8	<p>Fire Detection and Alarm Systems Fire detection within flats is installed to a minimum of LD3 standard.</p>	Trivial
Section 9	<p>Emergency Lighting The premises have a sufficient emergency lighting system which is tested frequently.</p> <p>The installation is a central battery powered type.</p>	Trivial

<p>Section 10</p>	<p>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 lift shafts.</p> <p>Flat entrance doors are predominantly nominal FD30s composite doors.</p> <p>All service / storage cupboard doors are nominal FD30s or FD60 doors. Two communal door defects require remediation.</p>	<p>Tolerable</p>
<p>Section 11</p>	<p>Fire Fighting Equipment There is a fire hydrant adjacent the front main entrance.</p> <p>The dry riser inlet is in the main entrance foyer. The dry riser serves all floors above ground.</p> <p>There is a C02 fire extinguisher within the lift motor room requiring an information sign.</p> <p>There's a fire suppression system in the bin store.</p>	<p>Tolerable</p>
<p>Section 12</p>	<p>Fire Signage Sufficient signage is displayed throughout the building.</p>	<p>Trivial</p>
<p>Section 13</p>	<p>Employee Training All employees are encouraged to complete 'In the line of fire' training on an annual basis.</p> <p>Fire safety information has been provided to residents.</p>	<p>Trivial</p>

<p>Section 14</p>	<p>Sources of Ignition Smoking is prohibited within the communal areas.</p> <p>The date of the last EICR was 31/05/2024, recorded as satisfactory.</p> <p>There are no service records available for the servicing and maintenance of Solar Photovoltaic installation.</p>	<p>Tolerable</p>
<p>Section 15</p>	<p>Waste Control Regular checks by Caretakers minimise risk of waste accumulation.</p> <p>Refuse containers are secured within the bin store at lower ground level.</p>	<p>Trivial</p>
<p>Section 16</p>	<p>Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.</p>	<p>Trivial</p>
<p>Section 17</p>	<p>Arson Prevention A door entry system prevents unauthorised access.</p> <p>Perimeter lighting is in place.</p> <p>CCTV is in operation.</p>	<p>Trivial</p>
<p>Section 18</p>	<p>Storage Arrangements There are a caretaker's room and storeroom located on the ground floor.</p> <p>Residents instructed not to bring L.P.G cylinders into block.</p>	<p>Trivial</p>

Risk Level Indicator

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

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

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

Low Medium High

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

- Low** Unusually low likelihood of fire because of negligible potential sources of ignition.
- Medium** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
- High** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.
-

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

Slight Harm Moderate Harm Extreme Harm

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

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

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

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

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

Trivial Tolerable Moderate Substantial Intolerable

Comments

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

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm. This is due to there being sufficient compartmentation 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.

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

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

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

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

Section

2

People at Significant Risk of Fire

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

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

Sandwell Council 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.

Section

3

Contact Details

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

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

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

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

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

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

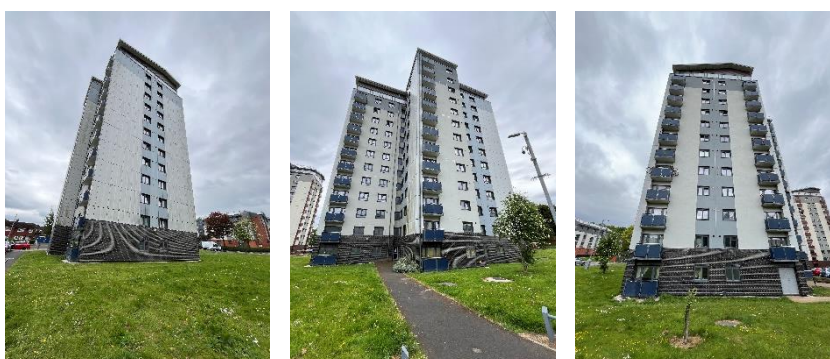
**Section
4**

Description of Premises

Hackwood House
Hartlebury Road
Oldbury
West Midlands
B69 1EG.

Description of the Property.

This type 1 fire risk assessment encompasses Hackwood House. The 13 storey block is 32.2m in height. Constructed as a general needs high-rise building in 1961, utilising a concrete frame with Wimpey no fines/brick infill along with a flat concrete roof. An external wall system and a steel framed pitched roof with an aluminium standing seam were added during 2018 refurbishment works.



The ground floor has a total of two dwellings, flats 1 & 2. There are also three unused void flats on the ground floor. Each of the floors from the first to 11th floors contain six dwellings (three each side). The 12th floor has two dwellings and access to the roof. The total number of dwellings is 70 not including the 3 void flats.

Hackwood House	
12th Floor	69 - 70
11th Floor	63 - 68
10th Floor	57 - 62
9th Floor	51 - 56
8th Floor	45 - 50
7th Floor	39 - 44
6th Floor	33 - 36
5th Floor	27 - 32
4th Floor	21 - 26
3rd Floor	15 - 20
2nd Floor	9 - 14
1st Floor	3 - 8
Ground Floor	1, 2, 71 - 73

Additionally, the ground floor houses a caretaker's room with w.c. and a storeroom, all behind FD30s doors secured with suited 54 keys. The internal main electrical cupboard is near flats 1 and 2, it is protected by a FD60s door set.



The block has a main entrance to the front elevation, with a further entrance/exit to from the foot of the staircase. There are further two entrance/exits to the rear from the common area.

All common area entrances are accessed using a door entry system with a fob reader. Additionally, the main front entrance has a firefighter override switch that can be operated by use of a drop latch key.



All floors are served by a protected staircase.

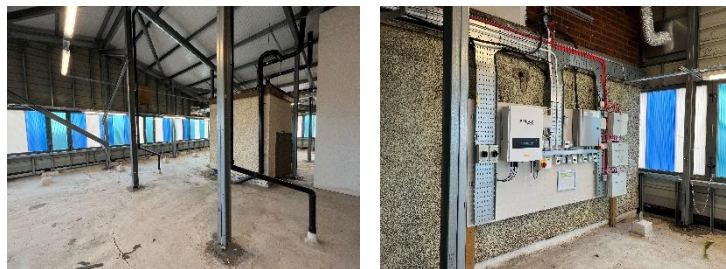


Fire Risk Assessment

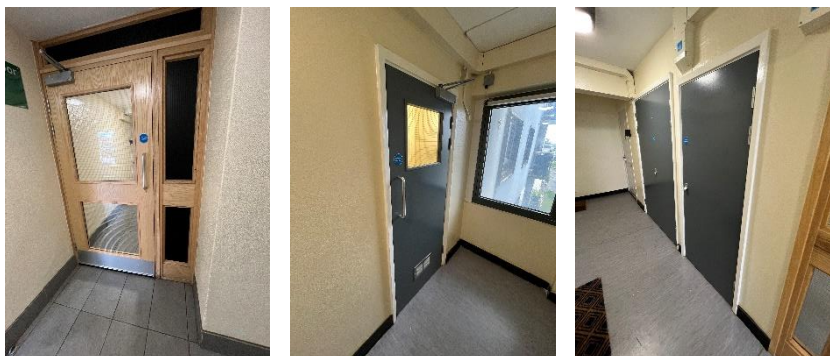
There are two passenger lifts (odds & evens) which serve floors ground to 11. The lifts have a firefighter control option. The lift motor room is accessed via a service door on the 12th floor.



The 12th floor provides access to the roof void via two FD30s doors on each opposite side of the block. The roof void contains the solar PV equipment switchgear.



The communal landings are protected by self-closing FD30s fire doors with vision panels. The bin chutes are behind FD30s fire doors. Electrical riser and AOV cupboards are behind fire doors on all floors.



Fire Risk Assessment

Automatic opening vents (AOV) are installed on all upper floors. The main control panel, caretakers & firefighter override switch are immediately inside the front main entrance. Each floors AOV controls are sited in service cupboards on the floor's corridors. The 12th floor contains AOV for the two flats corridors, with vent stacks in the roof void.



The dry riser inlet is in the main entrance foyer. The dry riser outlets are available in each lift lobby. The riser cupboards are secured with a suited 54 key.



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.



There is a firefighter's white box externally to the left-hand side of the main entrance to the front of the building.



The main electrical supply plantroom is accessible from the outside only; it contains the emergency lighting battery power supply unit.



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
Number of Floors	13
Date of Construction	1961
Construction Type	Concrete frame, Wimpey no fines / brick infill.
Last Refurbished	2018
External Cladding	Brickwork up to 1st floor – Ibstock Rockshield brick slips Above 1st floor mixture of insulated Alsecco mineral wool render (Fire Classification A2) and high density Stonewool Panels by Rockwool (Fire Classification A2-s1,d0), Balcony balustrades are also Rockwool Stonewool panels.
Number of Lifts	2
Number of Staircases	1
Automatic Smoke Ventilation to communal area	Yes.
Fire Alarm System	Not in common residential area.
Refuse Chute	Yes.
Access to Roof	Access to roof is via full height timber doors on the 12 th floor leading on to the lower roof voids. The roof is split into two halves with a separate door to each. The upper roof can be accessed via the vertical looped ladder and through full height timber door.
Equipment on roof (e.g. mobile phone station etc)	Solar PV panels.

Persons at Risk

Residents / Occupants of 70 flats, (3 flats to ground floor are void / unoccupied),
 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)

On arrival Information for WMFS.

Address: Hackwood House Hartlebury Road B69 1EG		Survey date: 13/05/2026	ON ARRIVAL INFORMATION
BUILDING LAYOUT			
Size: Height	32.2 metres. For clarity, this is from the lowest adjoining ground level to the highest habitable floor level.		
Construction	Insitu concrete frame with Wimpey no fines concrete / brick infill. Brickwork to the 1 st floor (Ibstock Rockshield Brick Slips). Above 1 st floor there is a mixture of insulated Alsecco mineral wool render (fire classification A2) and high density Stonewool Panels by Rockwool (fire classification A2-s1,d0).		
Number of floors	13		
Layout	Each floor from the 1st to 11 th floors contains 6 dwellings (3 each side). The 12 th floor has 2 dwellings and provides access to the roof. The ground floor consists of an entrance lobby, lift lobby and caretaker areas. The ground floor has a total of 2 dwellings with a further three void flats. Roof space accessed is via full height timber doors on the 12 th floor. The block has 3 entrance/exits. Main access point at the front elevation and a further 2 access point at the rear of the block. Main access point has a drop latch system granting access to the building. The main electrical plantroom that is accessed externally from the side elevation of the block. The block has 2 lifts and 1 protected staircase. The lifts serve alternate floors serving till the 11 th floor and the staircase serves all floors. The block is split in the middle via the lift lobby areas with 3 flats to the left and right-hand sides of the lobby, compartmented with FD305 timber door sets. This block is fitted with a Solar PV arrangement.		
Lifts	2 lifts that serve alternate floors. Both lifts can be accessed from the ground floor lift lobby. Lift override switch located on the ground floor. Lift motor room on the 12 th floor		
Types of entrance doors	Flat doors are FD30s nominal composite doors sets except for a small number of timber flush FD30s doors.		
Rubbish chutes/ bin rooms	Secured behind nominal timber fire doors and with natural ventilation coming by means of louver vents and ventilation system.		
Common voids	Roof void, accessed from 12 th floor.		
Access to roof/ service rooms	Access to roof is via full height timber doors secured with suited 54 lock on the 12th floor. The roof is split into three sections with a separate door to each. The upper roof can be accessed via the vertical looped ladder and through full height timber door secured with a suited 54 mortice lock. Solar PV equipment is in the roof void nearest the lift motor room.		
Occupants	Approx. 140 based on an average of 2 occupants per flats. (70 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	Hard wire or battery smoke alarms within each of the resident's flats only.		
Caretaker/ concierge	Caretaking/cleaning service that conducts regular checks of the building.		
FIREFIGHTING SYSTEMS			
Water supplies	Fire hydrant is located at the main entry point to the building. The dry risers are in the lift lobbies behind FD30s doors.		
Fire mains	The dry riser inlet is located on the ground floor entrance foyer secured with a bridge door key.		
Firefighting shafts	No firefighting lifts/shafts however there are two lifts serving adjacent floors of the block that can be controlled.		
Smoke control vents	Automatic opening ventilation is employed with the controls to each opening vent located in the service cupboards on each floor. The repeater panel is in the main entrance foyer with a firefighter override control switch located adjacent.		
Sprinkler system	A fire suppression system is provided to the refuse chute bin store.		
DANGEROUS SUBSTANCES			
Location, type, and quantity	LIFT MOTOR ROOM 300mm DIA PIPE - CEMENT - SEALED – PRESUMED – CHRYSOTILE		
SERVICES			
Electricity	Main electrical plantroom accessed externally from the side elevation of the block, main internal electrical cupboard near Flats 1 & 2. Electrical riser cupboards located on each floor of the block. Solar PV control in the roof void.		
Gas	Gas service risers are external to the building. Isolation points can be located via the orientation plan.		

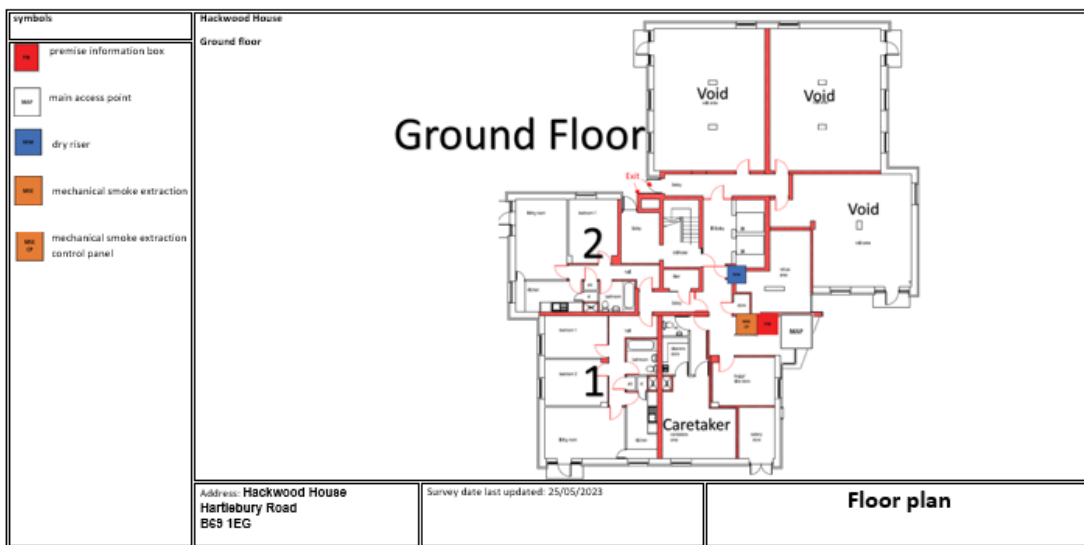
Section 5

Building Plan

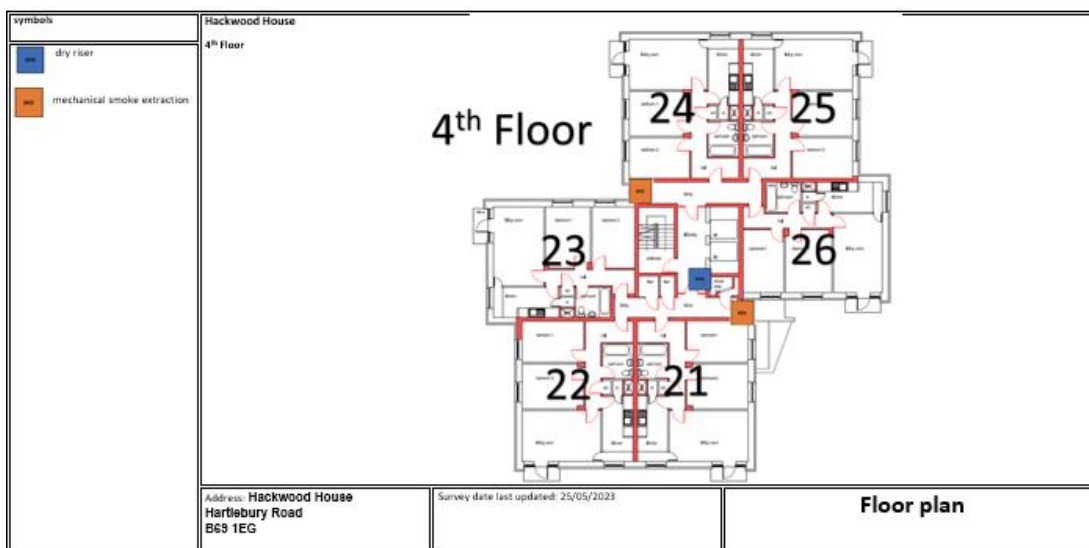
A typical floor layout showing horizontal lines of compartmentation, lift shafts, dry riser installation and AOVs etc.

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

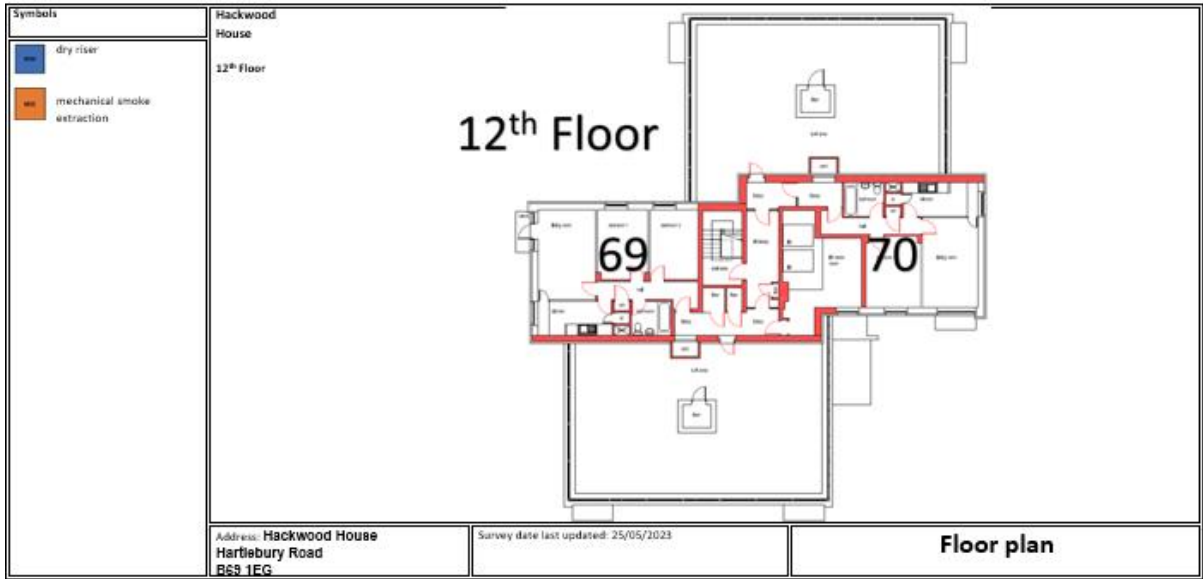
Ground Floor.



Example of upper floor.



12th 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 November 2024. 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.

**Section
7**

Means of Escape from Fire

- 1) The block has a protected staircases that provides a sufficient means of escape which is 1020mm in width from balustrade to wall.



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



- 3) **Means of escape are required to be maintained free of obstacles and combustible items. Flats 36-38, 6th floor & 30-32, 5th floor have bicycles and prams stored in their corridors. These items are required to be removed. See action 7/3.**



- 4) None of the corridors that form part of the means of escape are dead ends.
- 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 FD30s 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 opening vents (AOV) are installed on all upper floors. The main control panel, caretakers & firefighter override switch are immediately inside the front main entrance. Each floors AOV controls in are sited in service cupboards on the floor's corridors. The 12th floor contains AOV for the two flats corridors, with vent stacks in the roof void. The AOV installation 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).



- 11) Refuse chute hoppers are fitted with seals. Hoppers are in cupboards installed with a nominal timber FD30s self-closing doors.



- 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) Electrical riser cupboards are situated in the righthand corridor on all floors, protected with nominal FD30s or FD60s doors.



- 14) The surface coatings to the communal areas are a BS EN 13501-1 (Euroclass) system.



- 15) Most individual flat entrance doors are nominal FD30S rated composite fire doors. Flat 8, 13 & 49 are timber flush nominal FD30s doors.



- 16) 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.
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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 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; 11 LD3, 17 LD2, 22 LD2, 26 LD2, 32 LD1, 37 LD2 & 43 LD3.

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 in the 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 in the common areas. The vents in the stairwells will automatically open when smoke has been detected.



- 5) A deluge system is provided in each of the refuse chute bin stores. Detectors for actuation and the control unit are sited within the bin stores. An approved contractor maintains the system. The frequency for the maintenance checks is twice per year (April and October).



**Section
9**

Emergency Lighting

- 1) The premises has a sufficient emergency / escape lighting system in accordance with BS 5266.



- 2) Emergency lighting units are provided throughout the common areas of the building including those areas not accessible to the residents such as the lift motor room and roof voids. Emergency power is supplied by a central battery system which is located within the service cupboard housing the incoming electrical supply. The cupboard is accessed externally.



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

Section 10

Compartmentation

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

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts. All doors are 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) Service cupboards on all floors are nominal FD30s and FD60s timber fire door sets. The keys are held centrally at SMBC Roway Lane, and within the firefighter's white box.



- 7) **The electrical riser cupboard fire door in flats 15-17 corridor, 3rd floor door leaves are damaged. Repair is required. See action 10/7.**



- 8) Most individual flat entrance doors are nominal FD30S rated composite fire doors. Flat 8, 13 & 49 are timber flush nominal FD30s doors.



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



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



- 11) All bin chute hoppers are in cupboards installed with a nominal timber FD30s self-closing door.



- 12) **The ground floor bin chute door lock will not operate correctly, adjustment is required. See action 10/12.**



Section
11

Fire Fighting Equipment

- 1) The riser inlet is located within the ground floor lobby, inside a dry riser cabinet and is secured with a firefighter's suited bridge door padlock.



- 2) The dry riser outlets are available in cupboards on each floor above ground in the lift lobbies. The cupboards are secured with a suited type 54 key mortice lock.



- 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) The frequency for the maintenance checks of fire extinguishers is once (October) each calendar year. A portable fire extinguisher is provided to the lift motor room (CO₂), it has no information signage. See action 11/4.



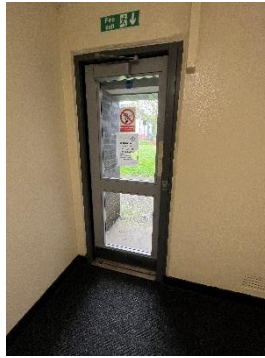
- 5) The bin store is protected by a fire suppression system and serviced 6-monthly. The control panels are located on the wall within the bin store.



**Section
12**

Fire Signage

- 1) Fire doors display suitable signage where appropriate.



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



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



4) Fire Action Notices are displayed throughout the building.



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



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



Section 13

Employee & Resident Training/Provision of Information

- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video. There are no employees permanently based in the premise.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking Teams are not currently trained in the effective use of fire extinguishers. The only extinguishers are located within the lift motor room. Caretaking Teams are not expected to tackle fires in this area.
- 4) Building safety and evacuation notices are displayed in common areas and lift cars.



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



- 7) Information regarding the Stay Put 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

- 1 Leave the room where the fire is and close the door.
- 2 Alert anyone else in the property that there is a fire and leave the flat, closing all doors behind you.
Do not stay to put out the fire.
- 3 Use the stairs to exit the building.
Do not use the lift.
- 4 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 as if the fire was in your flat.

- 1 If you are instructed to leave by a member of the emergency services, you should do so immediately.
- 2 In other cases, use the stairs to exit the building.
Do not use the lift.

Stay Put/holdfast is an evacuation strategy used in certain high-rise blocks of flats. It is aimed to keep people safe when they are not in an area directly affected by fire.

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 859 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 31/05/2024 and recorded as satisfactory.

		This report is not valid if the serial number has been defaced or altered 221629 EICR18.3C
ELECTRICAL INSTALLATION CONDITION REPORT <small>Issued in accordance with BS 7671:2018 (as amended) - Requirements for Electrical Installations</small>		
PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION		
DETAILS OF THE CONTRACTOR <small>(*Where applicable)</small> Registration No: <u>0025</u> Branch No: <u>000</u> Trading Name: <u>C & S Electrical Installations Ltd</u> Address: <u>Unit 2, Bridge Street, Wednesbury</u> Postcode: <u>WS106AW</u> Tel No: <u>01922 2017</u>	DETAILS OF THE CLIENT Contractor Reference Number (CRM): <u>N/A</u> Name: <u>Sandwell Mfg</u> Address: <u>Direct 2 Industrial Park, Roway Lane, Oldbury</u> Postcode: <u>BB9 3ES</u> Tel No: <u>N/A</u>	DETAILS OF THE INSTALLATION Occupier: <u>SMSC</u> UPIN: <u>N/A</u> Address: <u>1-72 Rackwood House, Hartlebury Road, Oldbury</u> Postcode: <u>BB9 3ES</u> Tel No: <u></u>
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 of the landlord's services for communal areas is safe for continued use Date(s) when inspection and testing was carried out: <u>11/01/2025</u> Records available (BS11): <u>(N/A)</u> Previous inspection report available (BS11): <u>(No)</u> Previous report date: <u>22/12/2019</u>		
PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION General condition of the installation (in terms of electrical safety): The installation has scope for improvement, (noting observations in part 5). The installation property is a high risk block of self contained flats. Description of premises: Dwelling: <input type="checkbox"/> Commercial: <input type="checkbox"/> Industrial: <input type="checkbox"/> Other (include brief description): <u>N/A</u> Estimated age of electrical installation: <u>0</u> years Evidence of additions or alterations: <u>No</u> If 'Yes', estimated age: <u>N/A</u> years Overall assessment of the installation is: Satisfactory <small>*The satisfactory assessment indicates that dangerous (Class C1) and/or potentially dangerous (Class C2) conditions have been identified (Class C1 or C2) in this report and it is recommended that these are acted upon as a matter of urgency.</small>		
PART 4 : DECLARATION INSPECTION AND TESTING 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 6 of this report. Name (s) (capital) on behalf of the contractor identified in PART 1: <u>PETER JORDAN</u> Signature: <u>[Signature]</u> Date: <u>31/05/2024</u> I We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: <u>5</u> years (date) Give reason for recommendation: <u>N/A</u> <small>The proposed date for the next inspection should take into consideration any legislative or licensing requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. This period should be agreed between relevant parties.</small> REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR Name (s) (capital) on behalf of the contractor identified in PART 1: <u>MICHAEL GULLER</u> Signature: <u>[Signature]</u> Date: <u>11/01/2025</u> <small>This report is based on the model forms shown in Appendix 6 of BS 7671:2018 (as amended) © Copyright Caters Ltd (August 2014) Enter a '1' in value in the respective fields, as appropriate. Where a term is not applicable insert 'N/A'. Please see the 'Notes for Recipient' Page 1 of 6</small>		

Original (for the person reading the work)

- 4) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by nominal FD30s & FD60s 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) There are no service records available for the servicing and maintenance of Solar Equipment provided for this building. This testing falls under several British Standards. For example: -

- **BS 7671** - This standard provides the overall framework for electrical installations in the UK and includes guidance on solar panel installations.
- **BS EN IEC 62446-2** - This standard specifically addresses the maintenance, testing, and documentation of grid-connected solar PV systems, including inspections and testing.
- **IEC 61215** - This standard is used by the Microgeneration Certification Scheme (MCS) to validate the performance and quality of solar modules.

It is required that the solar PV equipment is subject to a suitable periodic test and inspection regime by qualified persons. See action 14/7.



**Section
15**

Waste Control

- 1) There is a regular cleaning service to the premises.
- 2) Refuse hoppers are accessed in each floor within the chute rooms.



- 3) Regular checks by Caretakers minimise risk of waste accumulation.



- 4) 'Out of Hours' service in place to remove bulk items.
-

**Section
16**

Control and Supervision of Contractors and Visitors

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

Section
17

Arson Prevention

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



- 3) There is no current evidence of arson
- 4) There have been no reported fire incidents since the previous FRA in May 2025.

Section 18

Storage Arrangements

- 1) Residents are instructed not to bring L.P.G cylinders into the block.



- 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE, or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
- 3) No Flammable liquids are stored on site by Caretakers / cleaners.
- 4) There are no flammable liquids or gas cylinders stored on site.

**Section
19**

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

Significant Findings

Action Plan

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

Trivial Tolerable

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

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

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

P4 Arrange and complete exceeding 6 months under programmed work



Fire Risk Assessment Action Plan



Name of Premises or Location:

Hackwood House




Date of Action Plan:

18/05/2026

Review Date:

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/3	Flats 36-38, 6 th floor & 30-32 on the 5 th floor have bicycles and prams stored in their corridors. These items are required to be removed.		P2	Caretaker 1 – 3 months.	

Fire Risk Assessment

10/7	The electrical riser cupboard fire door in flats 15-17 corridor, 3 rd floor, door leaves are damaged. Repair is required.		P2	Fire Rapid Response 1 – 3 months.	
10/12	The ground floor bin chute door lock will not operate correctly, adjustment is required.		P2	Fire Rapid Response 1 – 3 months.	
11/4	An information sign for the CO2 fire extinguisher in the lift motor room is required.		P3	Asset Management 3 – 6 months.	



Fire Risk Assessment

14/7	It is required that the solar PV equipment is subject to a suitable periodic test and inspection regime by qualified persons.		P4	Electrical Arrange and complete exceeding 6 months under programmed work.	
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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).

Observations.	

Signed

	Building Safety Manager	Date: 13/05/2026.
	Quality Assurance Check	Date: 18/05/2026.



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

Name of property: Hackwood House.

Date: 01/04/2025

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)).



Report No.: J411329
Nature of Work: Management Survey
Issue Date: 01/04/2025
Client Name: Sandwell MBC (formerly Homes)
Building Services, Direct 2 Trading Estate, Roway Lane,
Oldbury, West Midlands, B69 3ES
UPRN: BL22700HA01 12
Site Address: 1-70 Hackwood House, Oldbury, B69 1EG



Order Placed By: Dean Harding
Site Contact: Dean Harding
Date(s) of Work: 13/03/2025
Technical Manager: D Ely CCP (Asbestos)
Assistant Surveyor(s): Not Applicable

Lead Surveyor:

Daniel Rose
Asbestos Surveyor

Authorised Signatory:

Louise Farmer
Technical Review Officer and Asbestos Consultant
01/04/2025

Non-accredited activities are present within this report.

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