Fire Risk Assessment

Bishops Close 8 -12



Bishops Close,
Smethwick
B66 2RD

Date Completed: 13th May 2026

Officer: M Zafeer **Fire Risk Assessor**

Checked By: J Blewitt **Team Lead Fre Safety**

Current Risk Rating = Tolerable

Sandwell
Metropolitan Borough Council

Subsequent reviews

Review date	Officer	Comments

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Section 0 Introduction

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

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

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

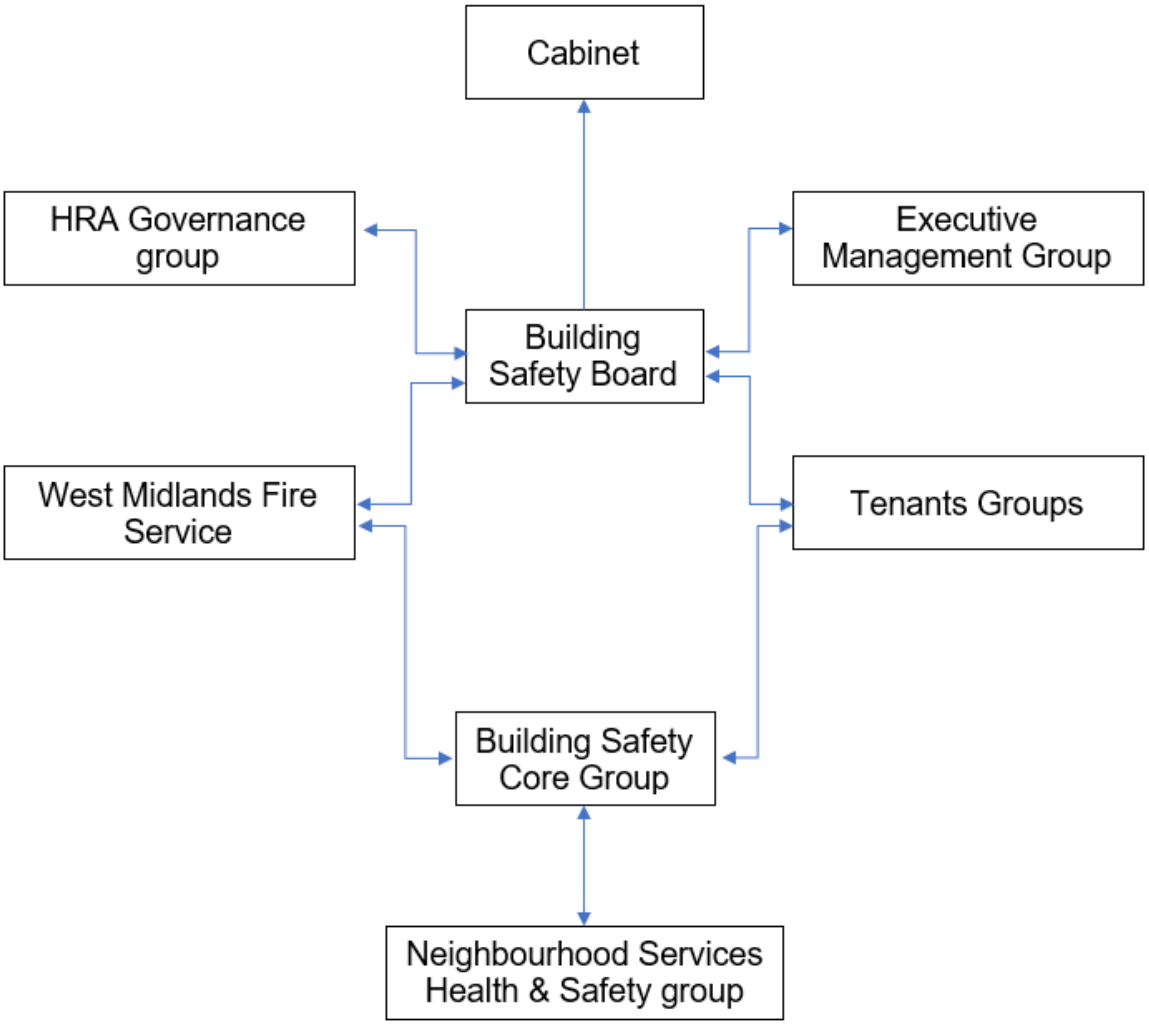
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and become the current fire risk assessment. The previous fire risk assessment will be retained in the building safety case for that building.

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



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

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



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

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

Section 1 Significant findings

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

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	**External Envelope** Traditional brick-built 3 story block of flats with ground floor accommodating a single dwelling, floors 1 and 2 accommodate 2 flats each UPVC window units installed with UPVC facia and under boards to the roof line Roof is of a flat Bitumen roof type with UPVC cladding installed under the roof line.	Tolerable

	Front elevation of the building has 3 resident garages on the ground level below the flats. Front and rear entrance doors and side panelling are of timber construction with glazing installed within the panelled sections • Vehicles parked too close to envelope of the building, with one vehicle dangerously parked within a flat UPVC window unit	
Section 7	**Means of Escape from Fire** There is one staircase along the means of escape with two final exit doors at front and rear of the block. Refuse hoppers are located on 1st & 2nd floor staircase landing. Electrical cupboard housing the mains electric meters and incoming supply in the communal ground floor located under the stairs, this is behind a steel door. Ground floor flat 12 has UPVC window units that face into the communal hallway of the block Front final exit has a push button final exit system which will fail safe in an emergency, rear final door has a levered handle to exit. All escape routes and stairways are equipped with conventional lighting, borrowed lighting from streetlamps aids sufficient lumens for communal escape routes.	Trivial

	Corridors, stairs and landings are clear of any obstruction. Pathways out both entrances are clear and safe.	
Section 8	**Fire Detection and Alarm Systems** Individual flats are fitted with hardwired smoke detection to an LD3 standard minimum. Flat 8 is a leaseholder, detection in hallway only- LD3	Trivial
Section 9	**Emergency Lighting** The premises does not have emergency lighting installed, however conventional lighting and the use of borrowed lighting allows sufficient lumens for the communal areas. *Recommended that on any future refurbishment of the block that these lights be upgraded to emergency lighting.* .	Trivial
Section 10	**Compartmentation** The block has sufficient compartmentation between dwellings. Cyclical programme in place to ensure fire stopping has not been compromised. All flat entrance doors are fitted with timber FD30s fire doors, Flat 8 self-closing device checked for functionality, no issue found. Electrical cupboard in the communal entrance hallway under stairs is behind a steel door	Tolerable

	• The steel door to the mains electrical intake does not secure shut due to damaged locking mechanism No smoke or intumescent seals found installed. *Recommended that this door be replaced by a FD30s certified fire door on any future works programme.* • Communal door on the ground floor communal area does not have the required smoke and intumescent seals. Timber glazed door separates the block communal area on the ground floor. *Recommended to be upgraded to a certified FD30S to maintain sufficient compartmentation in the block.* UPVC window unit is installed within the communal ground floor to separate the communal area. *This will need to be removed and compartmentation between the 2 communal areas is to be made compliance on any future works to the block.*	
Section 11	**Fire Fighting Equipment** The premises have no provision for firefighting equipment.	Trivial
Section 12	**Fire Signage** There is sufficient Fire door keep shut signs & No Smoking signs in place.	Trivial
Section 13	**Employee Training** All staff receive basic fire safety awareness training.	Trivial
Section 14	**Sources of Ignition**	Trivial

	Last EICR carried out on 24/02/21, email sent to Electrical team on 05/05/2026, waiting on new EICR.	
Section 15	**Waste Control** Caretakers undertake regular checks and bins are stored away within secured bin room. Refuse bins stored in a dedicated refuse cupboard located outside on the front, next to the front final exit. • Rubbish has been placed in the communal courtyard on the front.	Tolerable
Section 16	**Control and Supervision of Contractors and Visitors** Contractors are controlled centrally, and hot works permits are required where necessary**.**	Trivial
Section 17	**Arson Prevention** There is external lighting, and a door entry system prevents unauthorised access. No fire incidents reported since the last FRA.	Trivial

Section 18	**Storage Arrangements** Resident garages on the ground floor. Resident internal storage cupboards are evident on the ground floor communal corridor. • Ground floor resident storage cupboard is left open, cannot be made secure due to damaged lock.	Tolerable

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

After carrying out a Type 1 **non-intrusive** fire risk assessment on

8-12 Bishops Close
Bishops Close
Smethwick
B66 2RD

In my conclusion, the likelihood of a fire is of a medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment.

After assessing the building's use and its occupants, the potential life safety risk in the event of a fire is slight. This assessment is based on the presence of timber FD30s fire door installed to the flats, the installation of smoke detection systems meeting at least LD3 standards within each flat, and effective housekeeping practices in communal areas that minimize combustible materials and aid safe evacuation. Additionally, the evacuation route is adequately illuminated with the use of conventional lighting, and final exit door having installed with a failsafe system which will allow the door to automatically switch to open in an event of an emergency The fire strategy for the block is a 'Stay Put Unless'.

Flat 8 was accessed to assess the operation of the self-closing device, the condition of the fire and smoke seals to the flat entrance door and smoke detection.

The following actions were found at 8 -12 Bishops Close.

An inspection of the ground floor electrical cupboard, which houses the main incoming power supply for the block, revealed significant security and fire safety failures. The existing locking mechanism is inoperable, leaving high-voltage infrastructure unsecured. The absence of smoke and intumescent seals on this door as well as on the communal door that separates the communal area into two compromises the building's fire compartmentation, creating an elevated risk to life safety.

Overall, the level of risk at the time of this FRA is tolerable.

On completion of the recorded actions the overall risk rating for the building will be reduced to trivial, subject to the recommended actions in this fire risk assessment.

A suitable risk-based control plan (where applicable) 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 risk.

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional fire precautions are required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time. 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 has a policy and procedure in place for Personal Emergency Evacuation Plans (PEEPs). This is based on tenants identifying themselves as requiring a PEEP.

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

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

Section 3 Contact Details

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

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

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

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

Chief Executive Shokat Lal		
Executive Director Asset Manager & Improvement Alan Lunt		
Assistant Director Asset Manager & Improvement Sarah Agar		
Fire Safety Manager Tony Thompson		
Team Lead Fire Safety Jason Blewitt		
Team Lead Building Safety Anthony Smith		
Housing Office Manager Teresa Warren Donely		
Building Safety Managers Adrian Jones Carl Hill Louis Conway Andrew Froggatt	**Fire Risk Assessors** Mohammed Zafeer Stuart Henely Craig Hudson	**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

Bishops Close 8-12
Bishops Close
Smethwick
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Description of the Property

This Type 1 non-intrusive fire risk assessment pertains to the residential block located at 8–12 Bishops Close. The property is a low-rise, three-storey building constructed in 1969 utilising traditional brick cavity wall construction. The building's footprint accommodates five self-contained dwellings, configured as a single ground-floor unit and two dwellings on each of the first and second floor levels. The sole means of access and egress for all 1st and 2nd floor flat residents is provided by a single central staircase. Additionally, the front elevation features three integral resident garages positioned directly beneath the residential units





Ground floor – flat 8
1ST floor – flats 9,10
2nd floor – flats 11,12

Main entrance to the building is through a timber door, with both the front and rear doors accessed via fob reader, trades and visitors use an intercom system. For emergency access there is a firefighter manual override switch located above the door intercom panel.



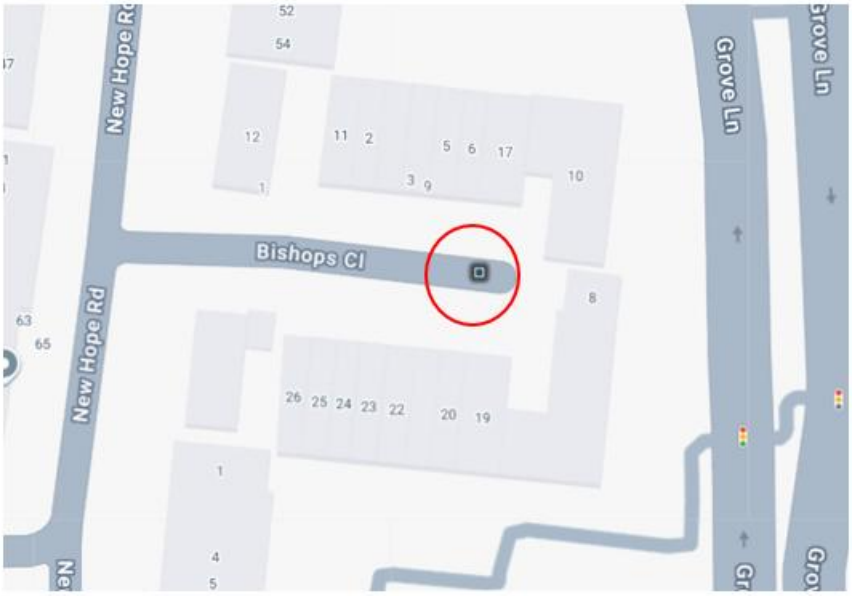
Front and rear entrances to block



Intercom access and firefighter's switch

To the rear of the 8-12 Bishops Close there is a pathway that leads to the main road, a small courtyard can be found behind metal gates to the front of the block.





Location of the nearest Hydrant is located on Bishops Close itself.

Nearest Fire station is Smethwick Community Fire Station, which is 1.7 miles.

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	Low-Rise
Number of Floors	3 story
Date of Construction	1969
Construction Type	Traditional Brick Construction
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	Yes,
Refuse Chute	Yes, External access to bin room
Access to Roof	No
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 5 flats
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

Building Plan





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.

The materials used within the external construction at 8 -12 Bishops Close present an acceptable level of risk to fire.

1)The exterior of the building is predominately traditional brick construction with a flat roof design with UPVC facia boards under the roof line and a bitumen and felt roof. Front and rear entrances are through timber doors with glazing in the inserts of the doors alongside the timber panelling to the side.



Front Elevation





Side and Rear Elevation



2) Adjacent to the front entrance is the refuse bin store, which is enclosed by a timber door.




3) UPVC double glazed window units have been installed for each flat and communal areas within the block.





4) Front elevation of the building has resident garages which are slightly set back from being in line with the front elevation of the building and not directly under the flats above.




5) Vehicles parked on the front are parked too close to the envelope of the block, was evident that a vehicle was parked directly under a residents flat window.




Section 7

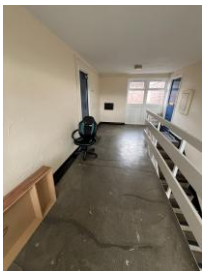
Means of Escape from Fire

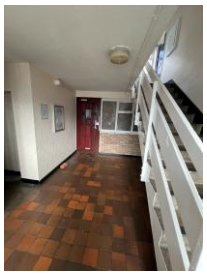
1) Each flat is equipped with, as a minimum LD3 fire detection to facilitate means of escape and provide sufficient response time.

2) Flat entrances have door mats placed within communal corridors, the fire rating is not known, however the condition and the size of these mats are acceptable.




3) All corridors, landing and staircase are of adequate width and are kept clear to promote & maintain safe exit in an event of fire. *2nd floor resident has been advised to remove items outside of the flat. Resident will remove items.*



2nd floor. 1st floor. Ground floor.

4) Resident stotrage cupboards are within the means of escape, these are made secure by residents.Has been noted in previous FRA, that these are to be upgraded to FD30S fire rated doors in any future refurbishment of the block.




5) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year, and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.



6) 8 -12 Bishops Close consists of a single staircase that provides sufficient means of escape, this is located at the rear of the block. The width of the staircases has been measured from handrail to the wall at a measurement of 1057mm and 1056mm These stairs are kept clear to maintain safe means of escape.



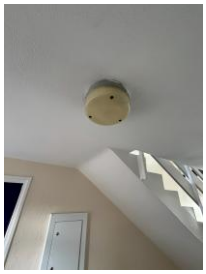
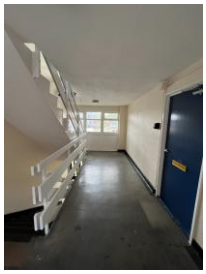
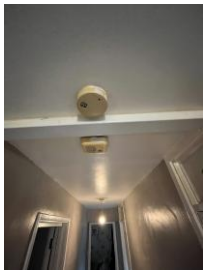
Ground to 1st & 2nd floor staircase.

7) UPVC windows units have been installed on the staircase landing and within the corridors to the flats, these windows can be opened without the use of a key to allow sufficient airflow into the corridor and stairwell. There is no automatic smoke ventilation system installed in this premises.

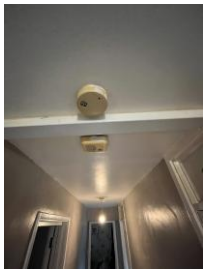


1st and 2nd floor landing

8) Emergency lighting is not installed throughout the building, The use of conventional lighting and borrowed lighting from street lighting provides sufficient lumens for the means of escape.

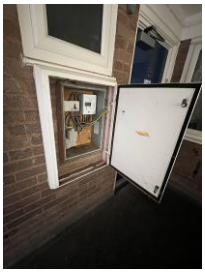
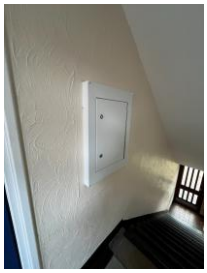
9) Has been mentioned by resident that the conventional lighting does not seem to come on when it becomes dark, this has been a on going issue since winter, most likely due to the incorrect time set on the timer.This will need to be corrected to provide sufficent lighting at the times needed.



10) On both 1st floor and 2nd floor landings, there are bin chute hoppers within the means of escape, they do not present any obstruction in the event of safe evacuation.




11) The residential electricity meters are installed within durable metal enclosures situated in the communal corridors adjacent to the flat entrance doors. Access control to these service boxes is maintained via standard budget lock mechanisms.


12) Ground floor flat 12 has UPVC window units that face into the communal hallway of the block, *Recommendation on any future refurbishment of the block these are to be removed and replaced with sufficient fire resistance to maintain complete compartmentation between the flat and of the communal area.*





13)On the ground floor, there is a UPVC window unit and a timber glazed door that divide the communal area into 2, this has been noted in section 10 Compartmentation)



14) The electrical cupboard for the intake to the block is beneath the communal staircase and within the means escape.



15)There is a clear and safe exit out of the building via the two-ground floor exits. The front final exit door is accessed using a push button, this will fail safe in an emergency, the rear final exit door accessed by a levered handled.



Front final & Rear final exits.

16)The route out the block to ultimate safety is clear from both final exit doors.



Front and rear final exit routes

Section 8

Fire Detection and Alarm Systems

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

2) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD3 Standard.

3) There is no effective means for detecting an outbreak of fire to communal areas. The reason for this is:
   I. Such systems may get vandalised.
   II. False alarms would occur.
   III. A Stay Put - Unless policy is in place

4) Flat 8 sampled for detection, hallway – LD3

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

Section 9

Emergency Lighting

1) Emergency lighting is not present within the blocks
2) Conventional lighting has been installed to the communal landings and stairs.





Communal corridors on ground,1st and 2nd floors

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 walls and floors are designed to provide as a minimum 1-hour vertical fire resistance and 30 min horizontal fire resistance around flats and stairwells. Flat entrance doors are 30-minute notional fire doors, including those in 1-hour rated walls.

2) Due to the premises having an open plan stairwell, provisions are in place to limit any potential risks in the communal area. The limit of combustibles and ignition sources are of a low level, alongside the use of FD30s fire rated fire doors to individual flat entrances, communal doors on staircase landings, service cupboards and with sufficient fire stopping, provides acceptable compartmentation. There is a cyclical programme to ensure fire stopping as not been compromised by third parties e.g. contractors and where applicable enhance the fire stopping.

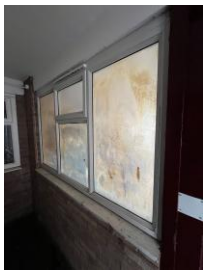
3) **The electrical cupboard beneath the communal staircase and within the escape route presents critical non-compliances. A damaged locking mechanism leaves electrical infrastructure unsecured. Additionally, the door assembly lacks intumescent and cold smoke seals. Located under the sole exit stairs, these defects severely compromise fire compartmentation and elevate life safety risks.** *Recommended that on any future works programme to the block that this door be replaced with a certified FD30s fire door.*





4) On the ground floor, there is a UPVC window unit and a timber glazed door that divide the communal area into 2, in the event of a fire the UPVC window unit will not provide the sufficient compartment required to resist any fire and smoke in an event of fire. *Recommendation on any future refurbishment of the block that the UPVC window unit to be removed and replaced with sufficient fire resistance and the glazed door to be upgraded to a certified FD30s fire door to maintain complete compartmentation between the 2 communal areas.*





5) Communal door on the ground floor that separates the two entrances to the block does not have the sufficient smoke and intumescent seals.





6) All individual flats are installed with timber FD30s doors.
Recommendation on any future refurbishment of the block the doors be upgraded to certified FD30s rated fire doors.



Ground floor flats 12

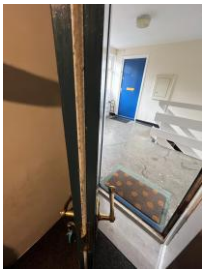



1st floor flats 10,11




2nd floor flats 8,9

7) Flat 8 checked for function of door closing device, this functioned as it should and from the recommended 15 degree angle test. Smoke seals checked, no issue found.



8) Intumescent seals have been installed within the chute hoppers on the 1st and 2nd landing




Section 11

Fire Fighting Equipment

1) There is no firefighting equipment on this premises.

Section 12

Fire Signage

1) Fire door keep shut signs are displayed where appropriate, on external electrical cupboard and communal fire doors display Fire Door Keep Shut/Locked" sign.



Fire signage on electrical cupboard

2) Yellow LPG warning signs are not displayed within the block. refer to section 18.

3) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. Signage is also displayed in the external refuse cupboard located next to the entrance doors.



Section 13

Employee & Resident Training/Provision of Information

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

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

3) Caretaking teams are not currently trained in the effective use of fire extinguishers. Caretaking teams are not expected to tackle fires in this area.

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

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

Section 14

Sources of Ignition

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

2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.

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

4) The fixed electrical installation shall be tested every 5 years. Last EICR was carried out on the 24/02/21.*Email has been sent to the Electrical team on the 05/05/2026, waiting on new EICR.FRA is to be updated once a new EICR has been completed*

7) Electrical service cupboard on the ground floor which is located within the communal area under the stairs near the rear final exit, this cannot be made secure due to faulty locking mechanism, this has been noted in section 10 (Compartmentation). Cupboard is free from any combustibles.





8) Gas appliances and pipework (where installed) are subject to annual testing and certification. This contract is managed by the in-house Gas team. Gas supply to these premises is internal.

Section 15

Waste Control

1) There is a regular Cleaning Service to the premises. Regular checks by Caretakers minimise risk of waste accumulation. Sandwell Council 'Out of Hours' service is in place to remove bulk items



2) Refuse bin is stored in a secured bin room that is located next to the main entrance of the building. This is kept secure by a means of a pulldown handle latch. There is a manual bin closer plate installed on the refuse chute. Bins Are regularly emptied by site services on a weekly basis.

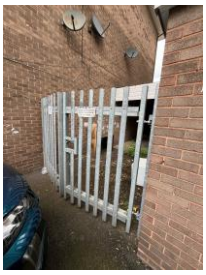




3) Both 1st and 2nd floor internal refuse chutes are clear of any rubbish.




4) Rubbish has been placed in the communal courtyard to the front of the building.




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 local housing office. 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) Both blocks have restricted access, this is via a key lock, each resident has their own fob to gain access. There is an intercom system that can allow visitors and contractors in.



Front and rear entrance doors with access system.

3) There is no current evidence of arson.

4) The perimeter of the premises is illuminated with the use of borrowed lighting from the streetlamps. The rear of the building backs onto a main busy road, there is sufficient borrowed lighting to illuminate the area around the block.

5) There have been no reported fire incidents at 8 -12 Bishops Close since the last FRA.

Section 18

Storage Arrangements

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

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

5) **Residents have access to internal storage units within the communal area the building; these are generally kept secure by residents themselves; however, a storage cupboard was left open and has many items of combustion stored within it.** (*Atempt was made to engage with resident of storage the cupboard, no answer from resident.*





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

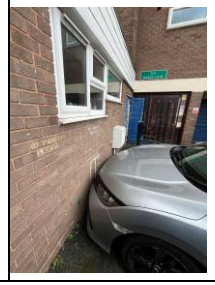
P4 Arrange and complete exceeding 6 months under programmed work

Fire Risk Assessment Action Plan

Name of Premises or Location: 8 -12 Bishops Close

Date of Action Plan: 21st May 2026

Review Date: <Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
6/5	Vehicle is parked too close to the fabric of the building especially under a UPVC window unit to a flat. Advise owner of parked vehicle to maintain distance from the block when parking.		P2	1-3 Months Housing Manager	

7/9	Conventional lighting does not come on at the required times due to incorrect time setting on the timer. Set correct switch on time.		P2	1-3 Month Electrical Team	22/05/2026
10/3	Ground floor main electrical intake cupboard does not secure shut, has no smoke or intumescent seals installed. Make door secure and if possible, add smoke and intumescent seals		P2	1-3 Months Repairs (Metal Fitters)	
10/5	Ground floor communal door that separates the two entrances in the block does not have required smoke and intumescent seals. Requires seals to be installed. *Refer to observations works included in the below*		P2	1-3 Months Fire Rapid Response JM**19270522**	21/07/2026

15/4	Rubbish has been placed in the communal courtyard to the front of the block. This will require removing,		P2	1-3 Months Caretaking Team	
18/5	Ground floor resident storage cupboard is left open with combustibles inside. Identify owner and arrange for cupboard to be made secure.		P2	1-3 Months Housing Team	

Observations	
Timber glazed door and UPVC window unit separates the block communal area on the ground floor. *Recommended that the door to be upgraded to a certified FD30S and the UPVC window unit to be removed and the cavity to be blocked up to maintain sufficient compartmentation in the block*	
The block does not have the required emergency lighting that should be present, however there is sufficient	

illumination to the communal escape routes and with the block being of non-complex design, this can be seen as acceptable. *Recommended that on any future refurbishment of the block that these lights be upgraded*.	
Recommended that all timber FD30S flat entrance doors are to be upgraded to Composite certified FD30S fire doors on any future upgrade to the block.	
Last EICR on the block was carried out on the 24/02/21.*Email has been sent to the Electrical team on the 05/05/2026, waiting on new EICR.FRA is to be updated once a new EICR has been completed*	

Signed

M.Z.	Fire Risk Assessor	Date: 21/05/2026
	Team Lead Fire Safety	Date: 21/05/2026

Appendix 1

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

Name of property: 8 -12 Bishops Close

Updated: 04/03/2025

Premise Manager: Teresa Warren Donely **Tel. No.: 0121 569 2975**

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

Report No.:	J420728
Nature of Work:	Management Survey
Issue Date:	24/04/2025
Client Name:	Sandwell MBC (formerly Homes) Building Services, Direct 2 Trading Estate, Roway Lane, Oldbury, West Midlands, B69 3ES
UPRN:	BL05410BI15 2
Site Address:	8-12 Bishops Close, Smethwick, B66 2RD



Order Placed By:	Dean Harding
Site Contact:	Communal
Date(s) of Work:	06/04/2025
Technical Manager:	D Ely CCP (Asbestos)
Assistant Surveyor(s):	Not Applicable

Lead Surveyor:

Daniel Carver
Asbestos Analyst & Surveyor

Authorised Signatory:

Louise Farmer
Technical Review Officer and Asbestos Consultant
24/04/2025

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