

Fire Risk Assessment

Scribbans Place 50-64



**Durban Road,
Smethwick, B66 3SG**

Date Completed: 08/06/2026

Review Period: 3 Years

Officer: M. Zafeer Fire Risk Assessor

Checked By: J Blewitt Team Lead Fire Safety

Current Risk Rating = Tolerable

Subsequent reviews

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

Contents

Section 0	Introduction	
Section 1	Significant Findings (executive summary)	
Section 2	People at Significant Risk of Fire	
Section 3	Contact Details	
Section 4	Description of Premises	
Section 5	Building Plan	
Section 6	External Envelope	
Section 7	Means of Escape from Fire	
Section 8	Fire Detection and Alarm Systems	
Section 9	Emergency Lighting	
Section 10	Compartmentation	
Section 11	Fire Fighting Equipment	
Section 12	Fire Signage	
Section 13	Employee Training	
Section 14	Sources of Ignition	
Section 15	Waste Control	
Section 16	Control and Supervision of Contractors and Visitors	
Section 17	Arson Prevention	
Section 18	Storage Arrangements	
Section 19	Additional Control Measures; Fire Risk Assessment – Level 2 Action Plan	
Appendix 1	Significant Hazards on Site and Information to be provided for the Fire Service Risk Rating of Block	

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”*.

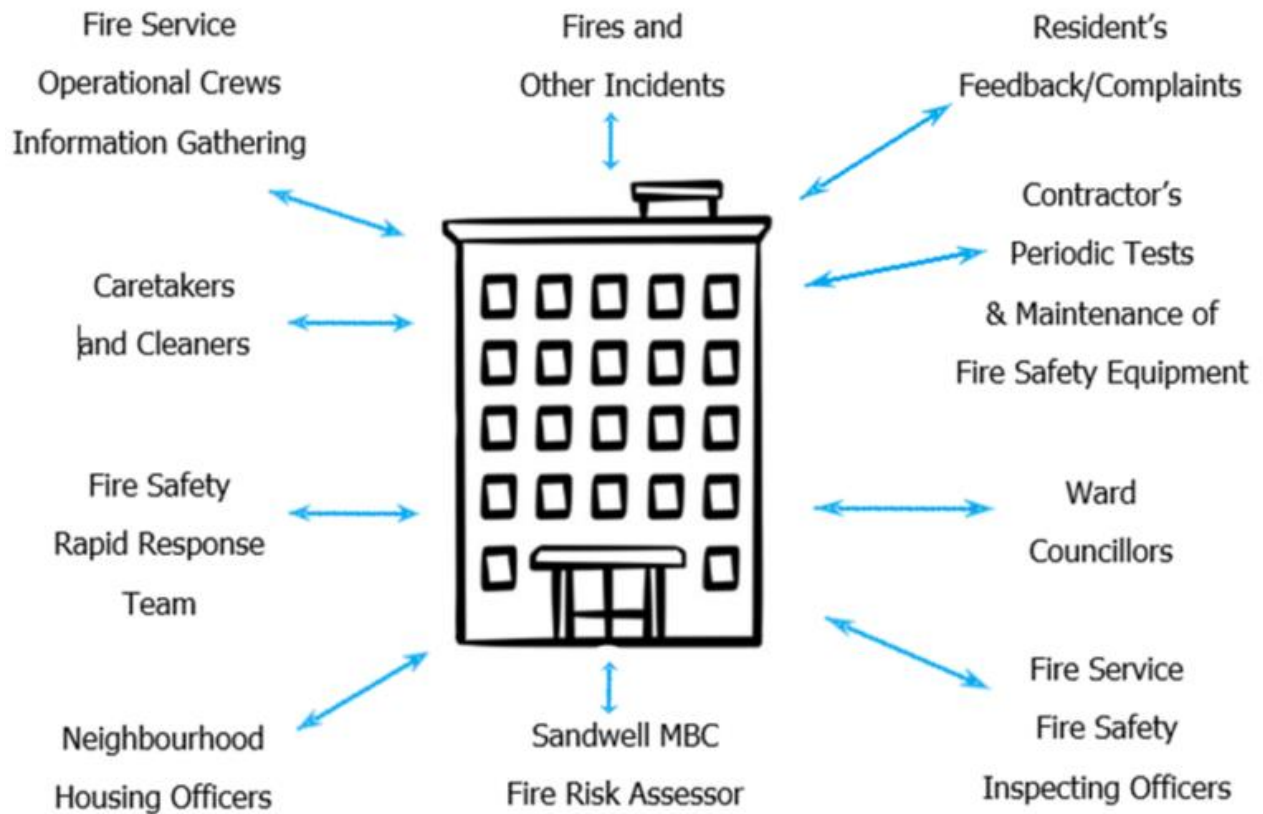
This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>.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

The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation, but the Council will as a minimum review:

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

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

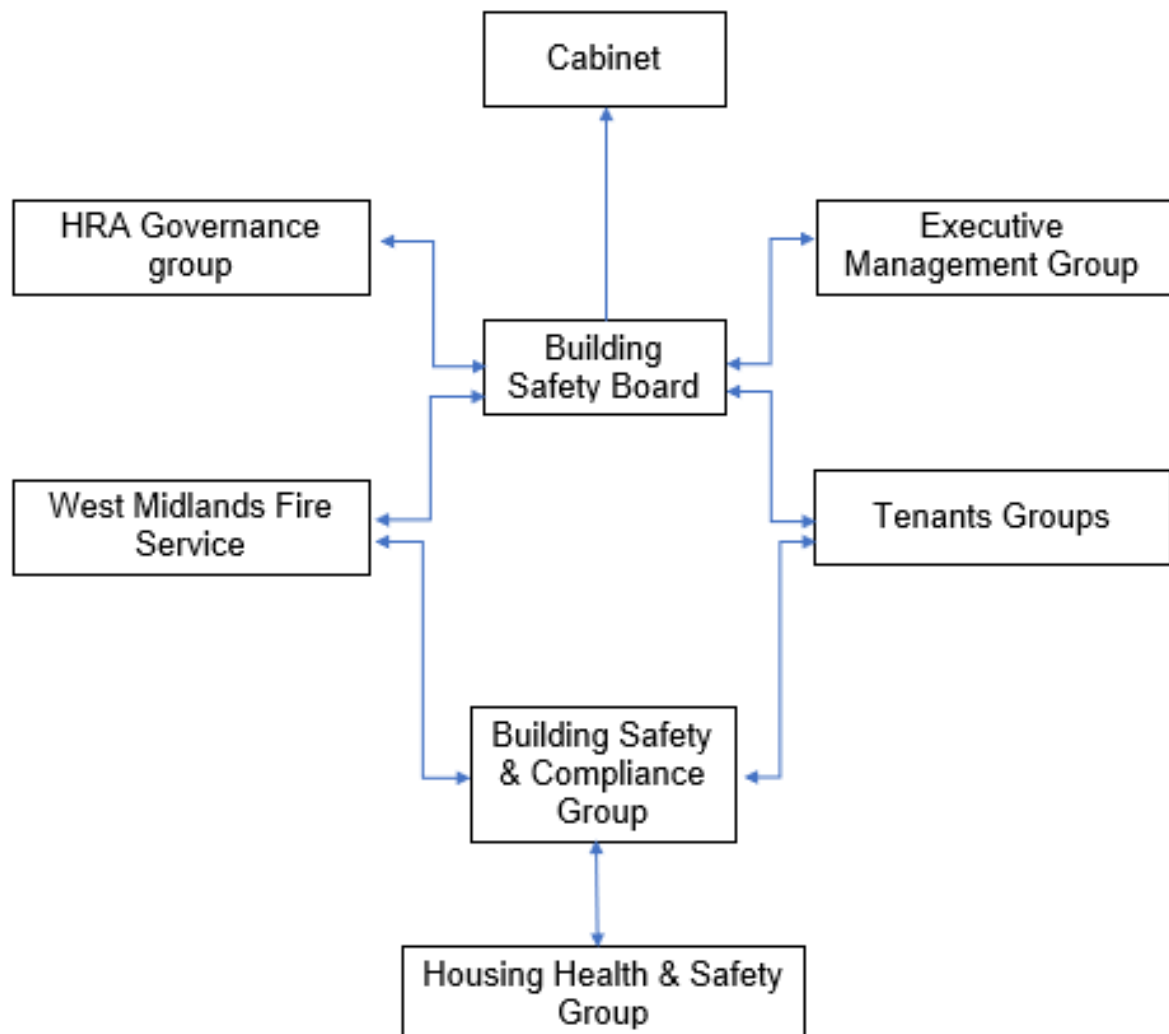
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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

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

Governance Structure



To summarise the fire risk assessment, in this scenario the RR(FS)O requires the prescribed information to be recorded. The prescribed information is the significant findings of the fire risk assessment and those groups or persons especially at risk from fire. This is recorded here in [section 1](#). Also required to be recorded under article 11, are the fire safety arrangements for the planning, organisation, control, monitoring and review of the preventative and protective measures. The information shown above is part of this requirement.

Section

1

Significant findings

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

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	External Envelope The external envelope is predominantly traditional brick masonry with Eternit fibre cement board clad to the 3 rd floor and glass columns Class column in staggered formation to the rear to allow natural ventilation. Flat roof design Access to the roof is via third floor communal area through secured door	Trivial

	Rear passageway for vehicles allows parking to the rear. Aluminium window units installed to flats Glass panelling to the front and to the communal stairwell from floor to roof height. Refuse bin stores located within the rear passageway.	
Section 7	Means of Escape from Fire Deck access and a single staircase provide a sufficient means of escape. Resident lift in communal area is out of service; this has been notified to lift engineers. Flat entrance doors are nominal FD30s timber doors • Resident rubbish left under the stairs on the ground floor communal area. • Flat 61 has combustible items stored outside in the communal area.	Tolerable
Section 8	Fire Detection and Alarm Systems Flats below sampled for detection. Flat 54: LD2 system (hallway and lounge) Flat 58: LD2 system (hallway and kitchen)	Trivial
Section 9	Emergency Lighting Emergency lighting system has been installed in accordance with BS 5266 • Damaged external emergency light to the outside of the pump room. <i>Email sent to electrical response on the 09/06/2026</i>	Trivial

Section 10	Compartmentation The building is designed to provide a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around the flats. Flat entrance doors are nominal FD30s timber and composite doors. • Internal wall cladding to flat 64 has come away from frame. <i>Email sent to Responsive Repairs on 2 3/06/2026</i> • Missing covers on soil stacks – require replacement <i>Email has been sent to repairs on the 23/06/2026.</i> Flats 54 and 58 sampled for self-closing device and functionality of systems, no issues found on closing devices and smoke seals are intact and correct. All service cupboards are secured by FD30s with intumescent and smoke seals. Fire stopping mastic and batts have been used around service pipe work.	Trivial
Section 11	Fire Fighting Equipment There is no firefighting equipment within the block.	Trivial
Section 12	Fire Signage Directional escape signage has not been installed due to simplicity of layout. Fire Notice signage has been installed.	Trivial
Section 13	Employee Training	Trivial

	All staff receive basic fire safety awareness training.	
Section 14	Sources of Ignition The fixed electric tests should be done every 5 years; the last test date was: 22/04/2021. <i>Electrical team has been emailed on 08/06/2026, FRA to be updated when new satisfactory EICR is completed</i>	Trivial
Section 15	Waste Control Regular checks by Caretakers minimise risk of waste accumulation. Bin store is external in passage behind steel fencing and gates	Trivial
Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
Section 17	Arson Prevention Controlled access to building (front and rear)	Trivial
Section 18	Storage Arrangements Residents do not have storage facilities other than in their flats. Residents instructed not to bring L.P.G cylinders into block.	Trivial

Risk Level Indicator

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

	Potential consequences of fire
--	--------------------------------

Fire Risk Assessment

Likelihood 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

50-64 Scribbans Place
Durban Road,
Smethwick,
B66 3SG

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 FD30s composite 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 conventional lighting, borrowed lighting from streetlamps, well-ventilated by the means of the staggered glass columns that allow fresh air from the rear section of the building 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'.

Access was gained to flat 54 and 58 and to assess self-closing devices, smoke seals and detection, no issues found.

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 period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

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

Section

2

People at Significant Risk of Fire

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

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

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

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

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

Section 3

Contact Details

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

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

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

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

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 - Donley		
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

Scribbans Place 50-64
Durban Road
Smethwick
B66 3SG.

Description of the Property

This Type 1 non-intrusive fire risk assessment pertains to the residential block at 50 – 64 Scribbans Place, a 3-storey, low-rise building constructed in 2012 utilizing traditional brick cavity walls and glass columns to the rear of the building. The property consists of 15 self-contained dwellings with flats 50 - 54 on the ground, 55- 59 on the 1st and 60-64 on the 2nd floor. Emergency egress is supported by a single steel staircase located in the communal area at the main entrance.

The site has adequate street parking situated at the front of the building with additional residential car parking to the rear of the building. Resident and visitor vehicles are positioned at a safe and appropriate distance from the building envelope, reducing potential fire spread or obstruction to access routes.



There are 2 entrances to the building, access is through metal framed doors with double glazing installed within the door frames. Access is via fob readers, trades and visitors use an intercom system. For emergency access there are firefighter manual override switches located above the door's intercom panel to the front entrance only

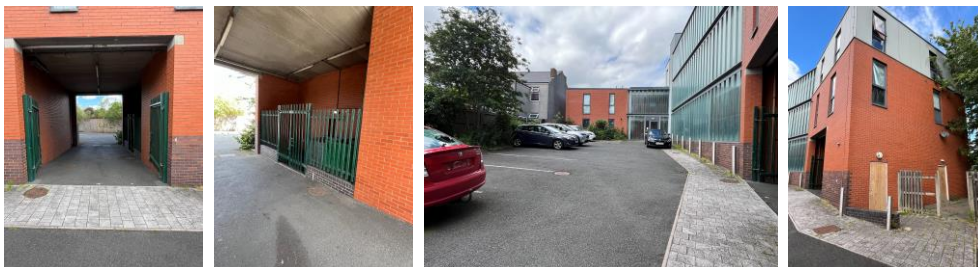


Door access control to the front and rear



Firefighter's switch is only present at the front entrance

To the rear of the building within the resident's private car park which is accessed as you go past the secure refuse compound, access to the pump room is behind the refuse compound to the left. The door is secured with a suited 54 key mortice lock.

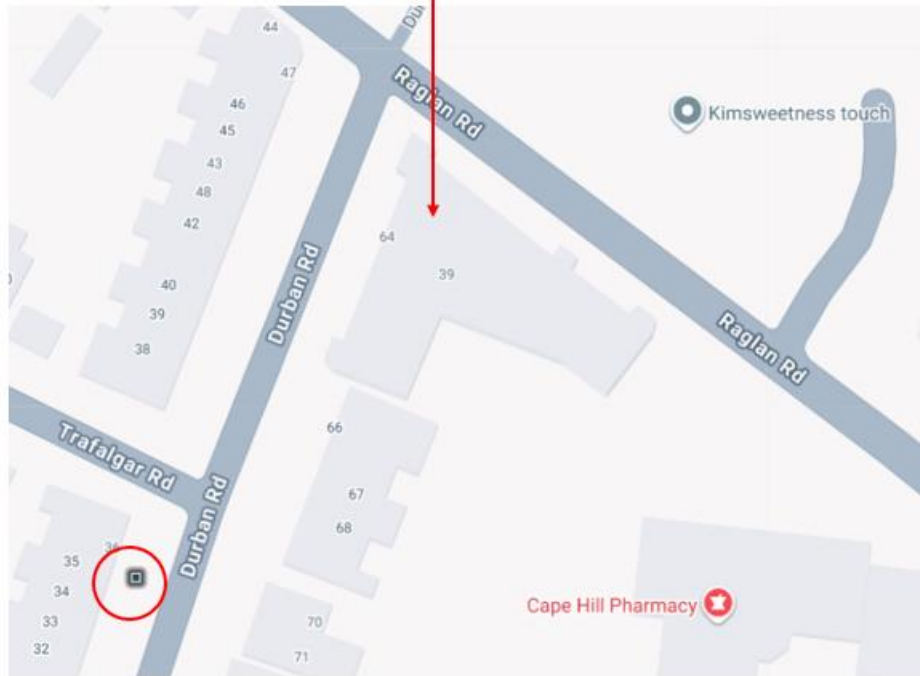


Location of the nearest Hydrant is located on Durban Road near the junction of Trafalgar Road.

Access to the roof is via a secured door on the third-floor communal area.



50- 64 Scribbans Place



Fire Hydrant circled in red

Nearest Fire station is Smethwick Fire Station, which is 1.4 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
Number of Floors	3
Date of Construction	2012
Construction Type	Traditional Brick Cavity / Concrete.
Last Refurbished	N/A
External Cladding	Yes, Eternit fibre cement boards on the 3 rd floor
Number of Lifts	1
Number of Staircases	1
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	No
Access to Roof	Third floor communal area.
Equipment on roof (e.g. mobile phone station etc)	No

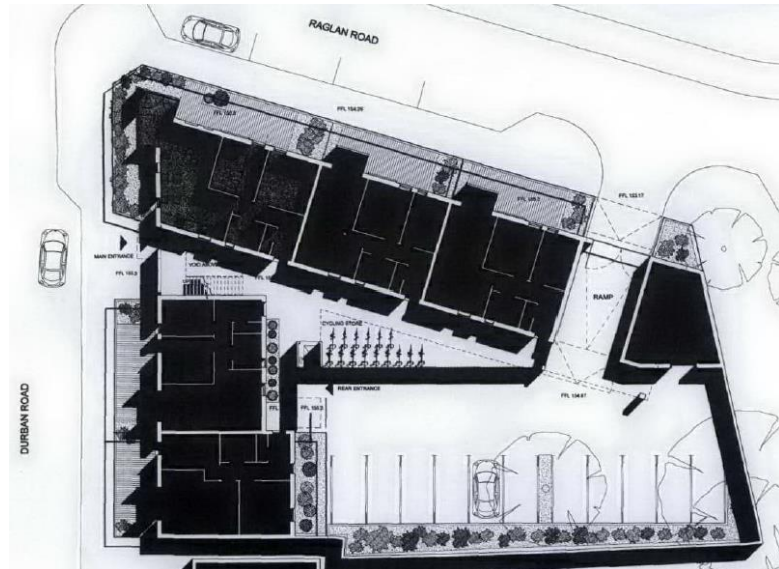
Persons at Risk

Residents / Occupants in total of 15 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)

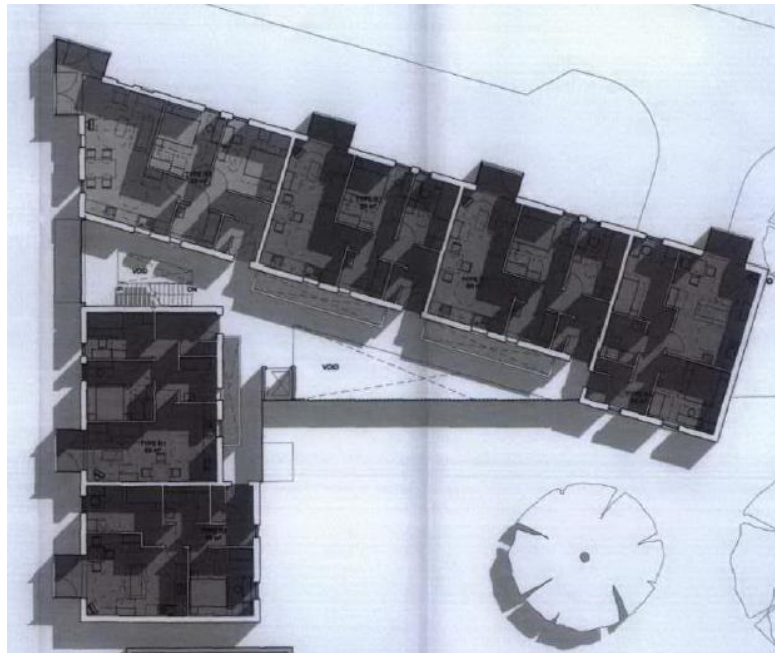
Section 5

Building Plan

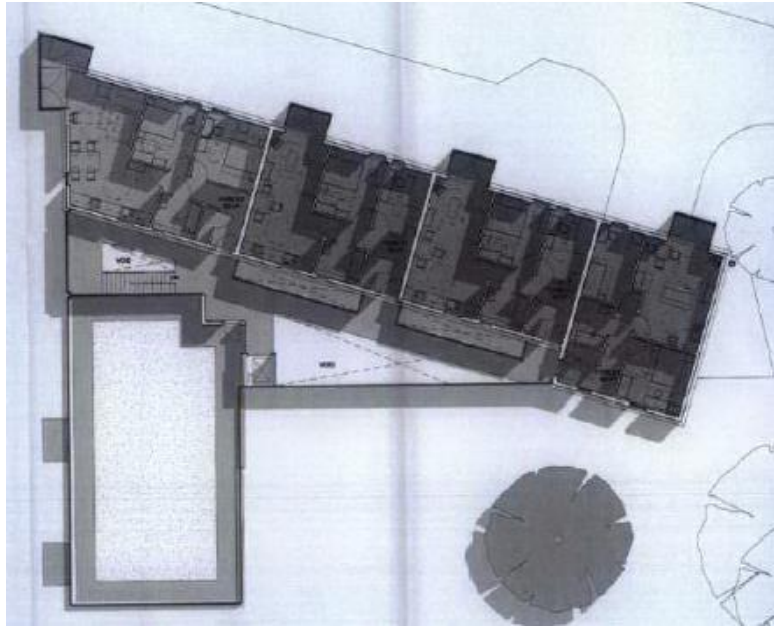




Ground Floor.



First Floor.



Second 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.

Below is a breakdown of the materials used within the external envelope and, as part of the external wall system of Scribbans Place.

From the limited information available at the time of the FRA. It is deemed that the combination and application of these materials do present an acceptable level of fire risk.

- 1) The building features a traditional cavity brick and concrete construction with a flat glass roof and extensive structural glazing, notably consisting of large glass panels serving the front communal stairwell and vertical glass columns to the rear that incorporate open sections for natural ventilation. Eternit fibre-cement board cladding is installed at the third-floor level across all elevations, including areas surrounding flat entrance doors and the third-floor deck access. All apartments are fitted with powder-coated aluminium double-glazed window units, with primary access provided via a front glazed aluminium door and secondary access located at the rear of the block. Additionally, a dedicated refuse store is housed within a secure area at the rear, protected by a locked metal gate.



Front elevation and Eternit Fibre Cement Boarding.



Rear elevation with staggered glass columns



Front and rear entrances



UPVC windows installed to flats and bin compound

Section 7

Means of Escape from Fire

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

- 1) The primary means of escape proceeds via a partially open-sided, atrium-style lobby featuring a semi-glazed roof and full-height, staggered glass columns on three elevations that provide a significant level of continuous natural ventilation. While existing flat windows opening into this communal space are openable, the risk of fire and smoke logging to escaping occupants is currently deemed sufficiently mitigated due to the high window threshold heights, the substantial natural airflow, the adequate width of the escape route, the nominal FD30S fire door protection, and the building's 'Stay Put Unless' strategy. However, to further enhance compartmentation and long-term safety, consideration should be given to replacing these openable flat windows with fixed, fire-rated glazing units as part of any future building refurbishment programme.



- 2) Each flat is equipped with, as a minimum LD3 fire detection to facilitate means of escape and provide sufficient response time.
- 3) Floor mats outside flats entrances are of acceptable size and condition.



- 4) The building consists of a deck access to the 1st & 2nd floors which provides a sufficient means of escape to the staircase. At the narrowest point the deck is 1100mm in width. All deck access routes are kept clear to maintain safe evacuation in a event of a fire. All windows along the deck access were noted to be over the required measurement of 1100mm above the floor for safe evacuation.



Ground floor communal walkway with deck access on 1st and 2nd floors

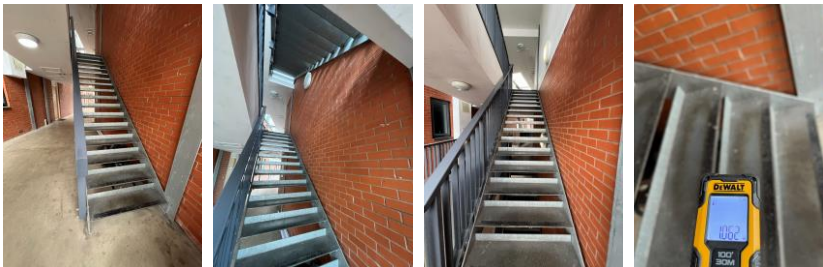


Flat windows opening onto communal areas

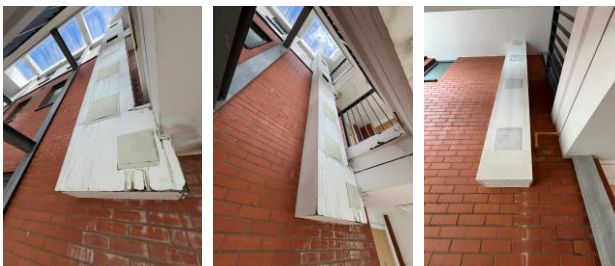
- 5) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year, and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be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



- 6) 50 - 64 Scribbans place consists of a single steel staircase that provides sufficient means of escape, this is located as you enter the block from the main entrance. The width of the staircases has been measured from handrail to wall at a measurement of 1062mm. These stairs and landings are kept clear to maintain safe means of escape.



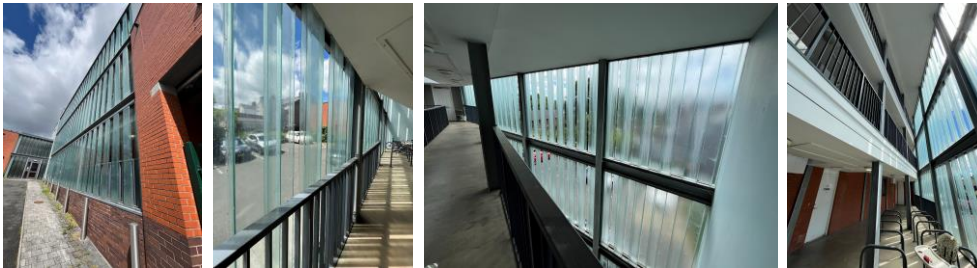
- 7) There are 3 soil stack service ducts installed on the internal walls with the means of escape, these are constructed out of timber with plastic inspection panels to the front.



- 8) It was noted that there are a few plastic inspection panels missing of the soil stacks. The ducts are not required to be fire stopped; however, it is recommended that the inspection panels are to be replaced as part of a routine maintenance.



- 9) There is no automatic smoke ventilation system installed in this premises as the communal walkways, stairs and deck access on the 1st and 2nd floor are well ventilated due to the open staggered formation of glass columns that form part of the building external construction.



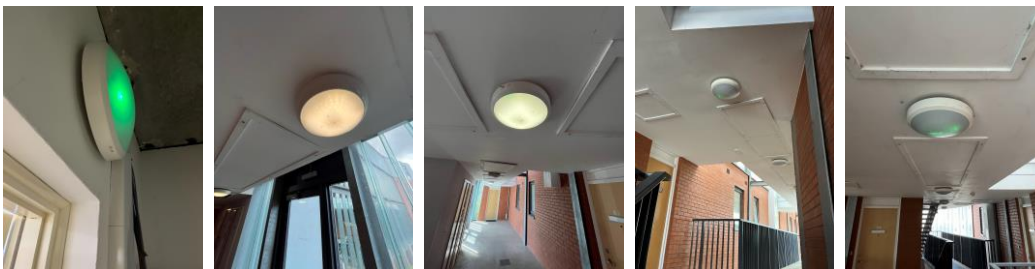
- 10) Electrical cupboards are located on the ground, 1st and 2nd floor communal areas, these do not impose any risk to safe evacuation



- 11) There is a resident lift in the means of escape that serves ground, 1st and 2nd floors. At the time of inspection, it was noted that this was out of service, however, a lift engineers signage to notify that the fault had been investigated was evident.

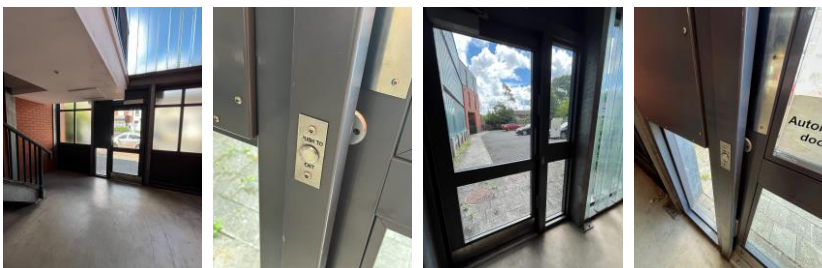


- 12) The block has dedicated emergency lighting system installed with standard lighting units situated throughout the communal corridors stairwell and the deck access on all floors. These units, supplemented by borrowed street lighting, provide sufficient levels of illumination to facilitate a safe means of escape.



- 13) There are no communal doors to the blocks other than the front and rear entrance / exit doors.

- 14) The final exit doors to have a door entry system installed. This system is designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents from being locked in or out of the building.

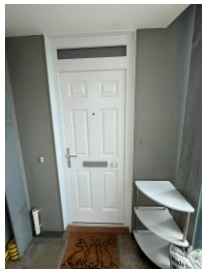


Front and rear final exit doors with failsafe exit.

- 15) The route out the block to ultimate safety is clear from both front and rear final exit doors.



- 16) Combustible items placed outside flat 61.



Good housekeeping is fundamental to reducing risk in blocks of flats. Controlling the presence of combustible materials and ignition sources not only reduces the potential for accidental fires to start and develop in the common parts, it also significantly reduces the scope for deliberate fires. It also ensures escape routes are free of obstructions that might hinder the evacuation of people from the building and access for fire-fighters.

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 LD2 Standard.
- 3) There is no effective means for detecting an outbreak of fire to communal areas. The reason for this are:
 - I. Such systems may get vandalised.
 - II. False alarms would occur.
 - III. A Stay Put - Unless policy is in place
 - IV. Communal areas are open to the elements.
- 4) SMBC's Job Manager system confirms detectors to LD3 standard were checked as part of the most recent annual gas service for

Flat 54: LD2 system (hallway and lounge)

Flat 58: LD2 system (hallway and kitchen)

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) The premise has sufficient emergency / escape lighting system in accordance with BS 5266 and test points strategically located.
- 2) The self-contained units are provided to the communal landings, stairs. Emergency lighting flick switches are located within the electrical cupboards on each floor.



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

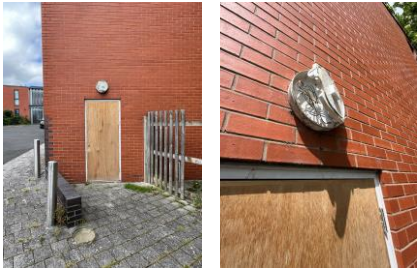
cityfire. CF009 - SMBC - Emergency Lighting Test Certificate - Self-Contained Fittings
& Electrical Services Ltd

Job Details		
Job ID 198066	Client Name Dodd Group (Midlands) Limited	Site Name SCRIBBANS PLACE
Job Order Number SMBC_15783382	Details Of Client Dodd Group Ltd Stafford Park 13	Site Address
Client ID 25	Client Postcode TF3 3AZ	Site Post Code
Site ID 8,482		
System Details		
Manufacturer kotnic/various	Number of Fittings Onsite 20	
Inspections and Tests		
Type of inspection MONTHLY	Any luminaires having a repair has been internally cleaned NO	Are all luminaires labelled YES
All luminaires and/or signs are functioning correctly FAIL	A visual check of the fixed wiring installation has been carried out YES	Log book completed YES
Each luminaire has been checked to ensure that the normal supply has been restored YES	Has any alteration to the building structure or layout affected the effectiveness of the emergency lighting system NO	Comments
All luminaires have been externally visually examined YES		
Sign Off Area		
NAME OF ENGINEER jamie davis	New Signature 	New Date 08/05/2026
Photos		
Photo Attachments	Photo Attachments	Photo Attachments
Photo Attachments	Photo Attachments	Photo Attachments
Repairs		

23060DEF-4757-489F-875C-24ACEB94DA7



- 4) Damaged external emergency light was evident to the outside of the pump room. *Email has been sent to the Electrical Response team on the 09/06/2026.*



Section 10

Compartmentation

This section should be read in conjunction with Section 4

- 1) 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 inspection did not reveal any breaches in compartmentation.

The survey undertaken as part of this risk assessment should not be construed as a full compartmentation survey of the building.

- 2) The building is designed to provide as a minimum 1-hour vertical and vertical fire resistance.
 - 3) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put -Unless policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them or if they are advised to evacuate by the emergency services.
 - 4) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.
 - 5) The fire stopping / compartmentation is subject to a 12-week check by the Fire Safety Rapid Response Team.
 - 6) The existing fire-stopping measures are fit for purpose, and a cyclical programme is in place to ensure that the fire-stopping has not been compromised by third parties and to make enhancements where necessary. Example of Envirgraf Gas Flue Inspection Panel fitted within the communal area, this is fire fire protection lined with instumscent fire and smoke seals.
-



- 7) A variety of methods / materials have been used to achieve fire-stopping such as intumescent mastic around penetrations.

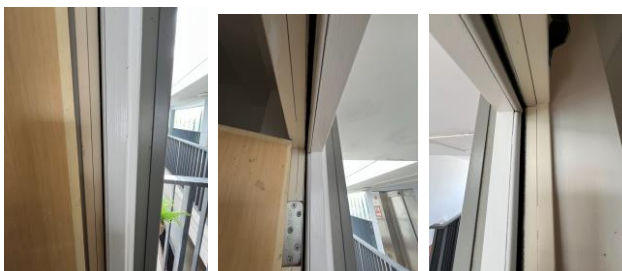


- 8) There are no communal doors other than the entrance doors fitted within the property.

- 9) All service cupboards within the internal communal areas on all floors are locked with suited mortice locks. The doors to these service cupboards are nominal FD30s flush timber doors.



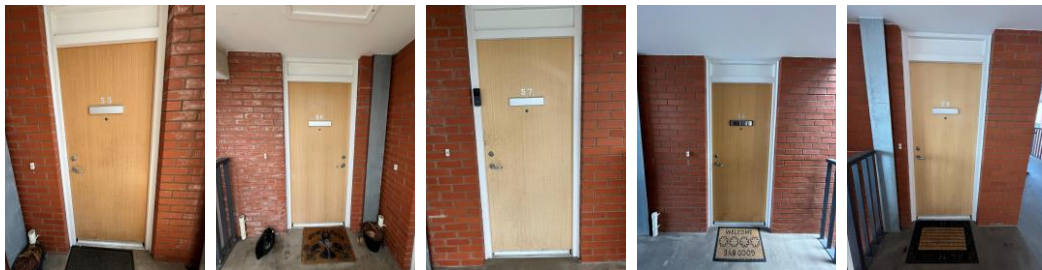
- 10) Individual flat doors are nominal FD30s timber flush fire door sets with intumescent strips, cold smoke seals and self-closing devices, flats 54,58 and 64 inspected for self-closing devices and intumescent fire and smoke seals, no issues found on inspection.



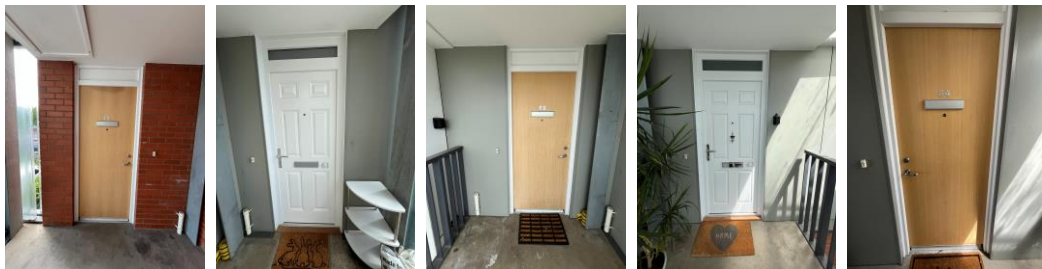
Fire Risk Assessment



Flats 50,51,52,53,54



Flats 55,56,57,58,59



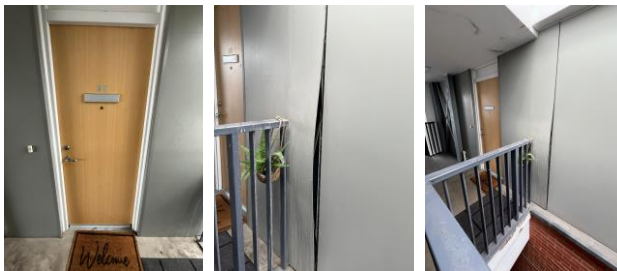
Flats 60,61,62,63,64

Block Name	Place-Re	Address	Front Door Type	Glazed / Not Glazed
Scribbans Place 50-64	BL156600000	50 Scribbans Place;Durban Road;Smethwick;West Midlands;	Timber Door FD30s	Not Glazed
Scribbans Place 50-64	BL156600000	51 Scribbans Place;Durban Road;Smethwick;West Midlands;	Timber Door FD30s	Not Glazed
Scribbans Place 50-64	BL156600000	52 Scribbans Place;Durban Road;Smethwick;West Midlands;	Timber Door FD30s	Not Glazed
Scribbans Place 50-64	BL156600000	53 Scribbans Place;Durban Road;Smethwick;West Midlands;	Timber Door FD30s	Not Glazed
Scribbans Place 50-64	BL156600000	54 Scribbans Place;Durban Road;Smethwick;West Midlands;	Timber Door FD30s	Not Glazed
Scribbans Place 50-64	BL156600000	55 Scribbans Place;Durban Road;Smethwick;West Midlands;	Timber Door FD30s	Not Glazed
Scribbans Place 50-64	BL156600000	56 Scribbans Place;Durban Road;Smethwick;West Midlands;	Timber Door FD30s	Not Glazed
Scribbans Place 50-64	BL156600000	57 Scribbans Place;Durban Road;Smethwick;West Midlands;	Timber Door FD30s	Not Glazed
Scribbans Place 50-64	BL156600000	58 Scribbans Place;Durban Road;Smethwick;West Midlands;	Timber Door FD30s	Not Glazed
Scribbans Place 50-64	BL156600000	59 Scribbans Place;Durban Road;Smethwick;West Midlands;	Timber Door FD30s	Not Glazed
Scribbans Place 50-64	BL156600000	60 Scribbans Place;Durban Road;Smethwick;West Midlands;	Timber Door FD30s	Not Glazed
Scribbans Place 50-64	BL156600000	61 Scribbans Place;Durban Road;Smethwick;West Midlands;	Shelforce	Not Glazed
Scribbans Place 50-64	BL156600000	62 Scribbans Place;Durban Road;Smethwick;West Midlands;	Timber Door FD30s	Not Glazed
Scribbans Place 50-64	BL156600000	63 Scribbans Place;Durban Road;Smethwick;West Midlands;	Shelforce	Not Glazed
Scribbans Place 50-64	BL156600000	64 Scribbans Place;Durban Road;Smethwick;West Midlands;	Timber Door FD30s	Not Glazed

- 11) Inspection panels to the soil service stacks are to be replaced as part of routine maintenance. Email has been sent to repairs on the 23/06/2026.



- 12) Cladding to the external wall facing on to the communal corridor for flat 64 has bowed and come apart from its supporting structure compromising the compartmentation between communal area and flat. *Email sent to Responsive Repairs on 23/06/2026*



Section

11

Fire Fighting Equipment

- 1) The premises have no provision for firefighting equipment.

Section 12

Fire Signage

- 1) Directional fire escape signage has not been installed due to simplicity of layout.
- 2) Fire action notices are displayed.



- 3) Fire Door Keep Locked sign are displayed on service cupboards.



- 4) Yellow LPG warning signs are not displayed within the block. [refer to section 18](#).
- 5) 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.
- 4) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Safety.
- 5) Fire safety information has been provided as part of tenancy pack.
- 6) Information regarding use of fire doors is provided to residents.



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

Fire safety advice

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



What to do if a fire breaks out in your flat

- 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 staircase 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

- 1 It will normally be safest 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.
- 2 If you are instructed to leave by a member of the emergency services, you should do so immediately.
- 3 In either case, use the staircase to exit the building.

Do not use the lift.

Stay Put/Secure is an evacuation strategy used in purpose-built blocks of flats. It is in place 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 889 8000.

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. the last test date was: 22/04/2021. *Electrical team has been emailed on 08/06/2026 EICR, currently with contractor, FRA to be updated when new satisfactory EICR is completed.*
- 5) 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.
- 6) Electrical service cupboards on all floors within the communal areas are locked and secured by FD30s fire doors.



7) External pump room is secured behind a timber FD30s fire door.



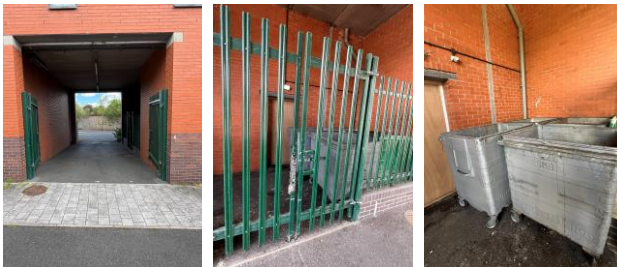
Section 15

Waste Control

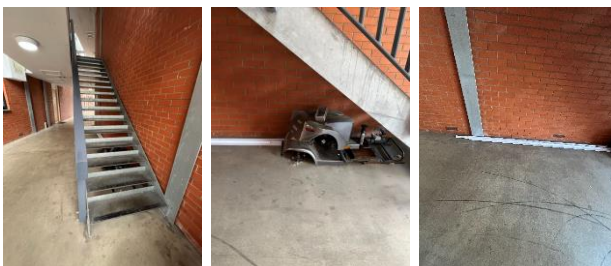
- 1) There is a regular Cleaning Service to the premises.



- 2) Refuse bin are stored in secured bin rooms that is located at the side passage that leads to the rear carpark to the building. This is kept secure by a means of padlock and chain. Bins Are regularly emptied by site services.



- 4) Regular checks by Caretakers minimise risk of waste accumulation. Sandwell Council 'Out of Hours' service is in place to remove bulk items
- 5) Discarded items left under the stairs on the ground floor communal area.



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) 50 - 64 Scribbans Place Restricted has restricted access, this is via door access control, each resident has their own fob to gain access. There is an intercom system that can allow visitors and contractors in.



- 3) There is no current evidence of arson.
- 4) The perimeter of the premises is well illuminated with a combination of street lighting and lights within the building.



- 5) There have been no reported fire incidents since the last FRA
-

Section 18

Storage Arrangements

- 1) Residents are 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) All store cupboards are kept locked.
 - 5) There are no flammable liquids or gas cylinders stored on site.
 - 6) A bicycle storage facility has been provided to the ground floor lobby area. There were no E-Bikes noted within the facility.
-

Section 19

Additional Control Measures; Fire Risk Assessment - Level 2 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

Level 2 Action Plan



Name of Premises or Location:

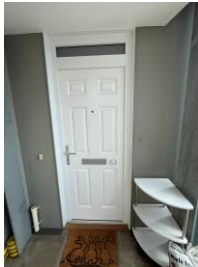
50 - 64 Scribbans Place

Date of Action Plan:

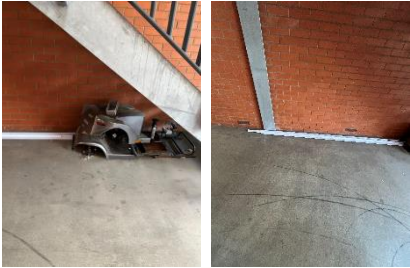
25th June 2026

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/16	Engage with resident of flat 61 and advise removing any combustible items.		P2	Within 1-3 months. Housing Manager	

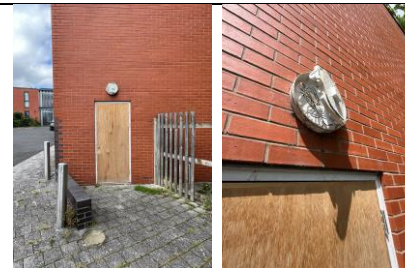
Fire Risk Assessment

15/5	Discarded items left under the stairs on the ground floor communal area. Required to be removed.		P2	Within 1-3 months. Caretaking Team	
------	--	--	----	---------------------------------------	--

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

Damaged external emergency light was evident to the outside of the pump room. *Email has been sent to the Electrical Response team on the 09/06/2026.*



Consider replacing all flat windows within the open sided atrium with fixed units with fire rated glazing as part of a future refurbishment programme.



Fire Risk Assessment

Inspection panels to the soil service stacks are to be replaced as part of routine maintenance. *Email has been sent to repairs on the 23/06/2026.*



Cladding to the internal wall on flat 64 has bowed and come apart from its supporting structure. *Email sent to responsive Repairs on the 23/06/2026*



Signed

M. Z. A.	Fire Risk Assessor	Date: 25/06/2026
	Team Lead Fire Safety	Date: 25/06/2026

Appendix 1

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

Name of property: Scribbans Place

Updated: 28/07/23

Premise Manager:

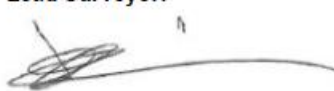
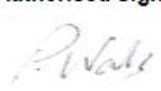
Tel. No.: 0121 569 2975

Hazard	Information/Comments
Asbestos	An asbestos survey has been undertaken of the communal areas. Survey held by Sandwell Housing (Derek Still Tel:- 0121 569 5077). <i>Include survey</i>



Report No.: J420749
Nature of Work: Management Survey
Issue Date: 04/06/2025
Client Name: Sandwell MBC (formerly Homes)
Building Services, Direct 2 Trading Estate, Roway Lane,
Oldbury, West Midlands, B69 3ES
UPRN: BL1566000000 2
Site Address: 50-64 Scribbans Place, Smethwick, B66 3SG



Order Placed By: Dean Harding
Site Contact: Communal
Date(s) of Work: 02/05/2025
Technical Manager: D Ely CCP (Asbestos)
Assistant Surveyor(s): Not Applicable
Lead Surveyor:

Jack Baldwin
Asbestos Surveyor
Authorised Signatory:

Paul Walters
Technical Review Officer
04/06/2025

Non-accredited activities are present within this report.

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

