

Fire Risk Assessment

1 - 3

**Curtis Close,
Smethwick,
B66 2RE**



Date Completed: 20/05/2026

Review Period: 3 years.

Officer: S. Henley 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	
Appendix 1	Significant Hazards on Site and Information to be provided for the Fire Service	

Section

0

Introduction

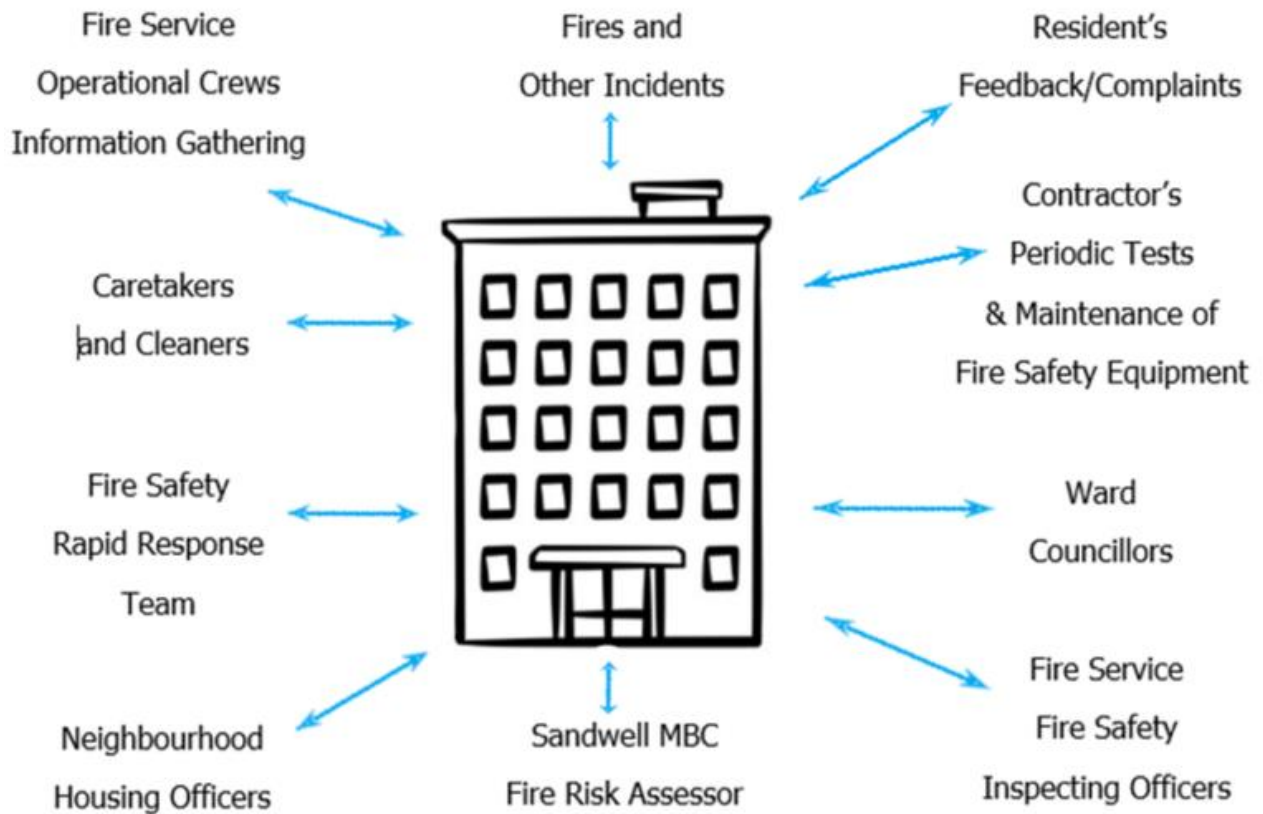
The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA).

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.

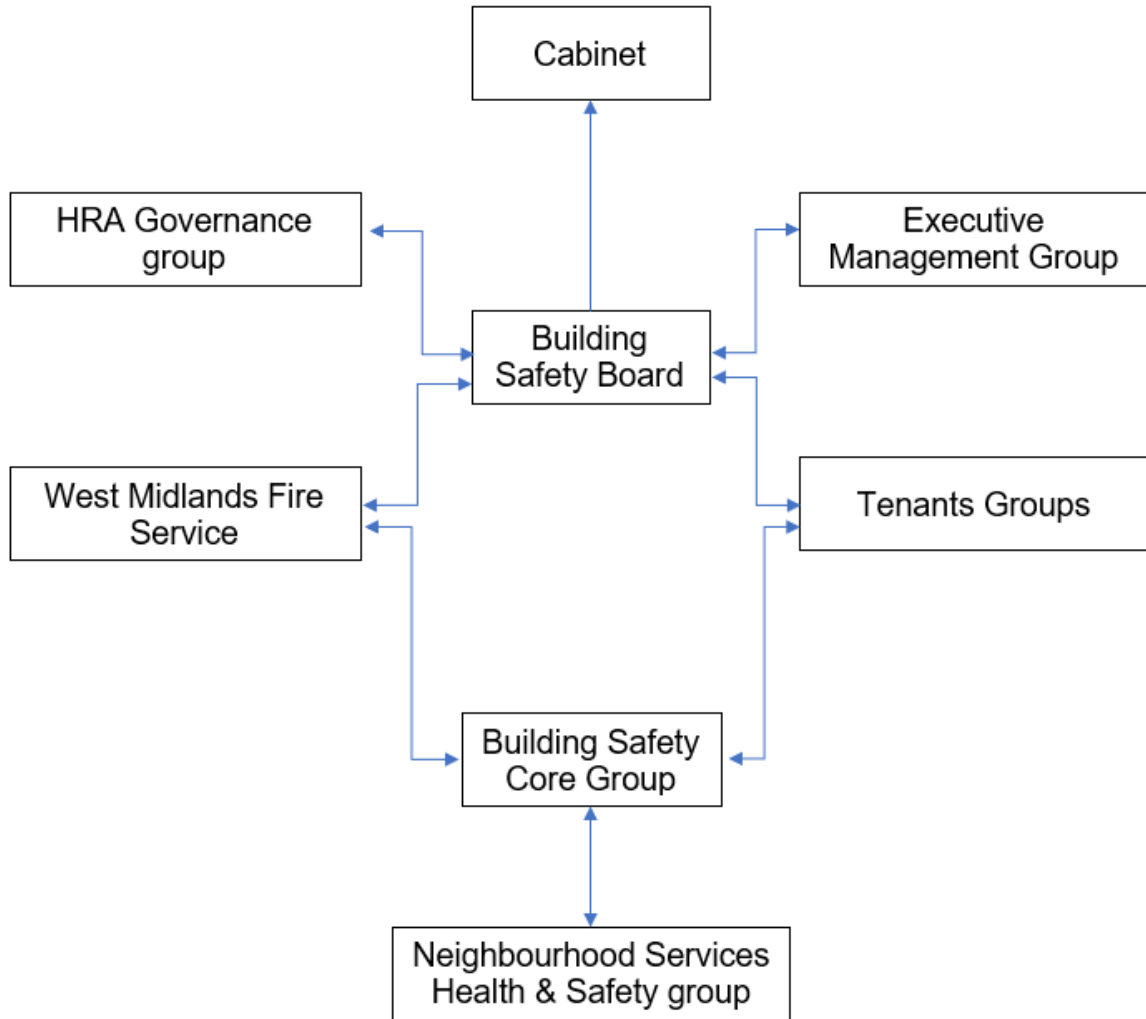
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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 in order to comply with the RR(FS)O 2005.

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	<p>External Envelope</p> <p>The building is primarily of brick cavity construction, with a flat roof and fitted with uPVC double-glazed windows serving the residential flats. The main structure includes a principal entrance door, while the ground-floor flat benefits from an additional external entrance. Adjacent to this flat's entrance are a few locked timber doors providing access to storage cupboards, each operable with tenants' keys, also alongside is the bin storage cupboard.</p>	Trivial

	<p>At ground-floor level, two garages are located directly beneath the first and second floors, with a further garage with a flat roof positioned along the side elevation. Both side courtyards are enclosed with metal fencing and secured by locked gates.</p>	
<p>Section 7</p>	<p>Means of Escape from Fire</p> <p>The block has a single concrete staircase providing the means of escape. Communal hallways and stairways are concrete construction throughout.</p> <p>A sample of flats was inspected during the assessment; door deficiencies are noted in section 7/5</p> <p>Compartmentation issues along the escape route are mentioned in section 7/10</p> <p>The bin-hopper doors on the 1st and 2nd floors require maintenance or replacement, as they are sticking open; the 1st-floor hopper also requires new seals</p>	<p>Tolerable</p>
<p>Section 8</p>	<p>Fire Detection and Alarm Systems</p> <p>Each flat is equipped with a fire detection system that meets at least the LD3 standard.</p> <p>No detection in communal areas.</p>	<p>Trivial</p>

<p>Section 9</p>	<p>Emergency Lighting</p> <p>No emergency lighting is provided within the block. Lighting can be obtained from standard lights, the landing windows also the entrance door.</p> <p>There is lighting externally installed to the building on the courtyard sides of the building. It is recommended that lighting is added to the side of the blocks entrance door to provide safety and security.</p>	<p>Trivial</p>
<p>Section 10</p>	<p>Compartmentation</p> <p>The building is constructed to provide 1-hour vertical and horizontal fire resistance around all flats.</p> <p>Flat entrance doors are notional FD30 timber, offering approximately 30 minutes' fire resistance.</p> <p>The service cupboard adjacent to Flat 1 was inaccessible during the assessment; although fitted with keep-locked signage, the door has gaps to the frame and requires upgrading to an FD30 standard. See section 7/10</p>	<p>Trivial</p>
<p>Section 11</p>	<p>Fire Fighting Equipment</p> <p>The premises have no provision for firefighting equipment.</p>	<p>Trivial</p>
<p>Section 12</p>	<p>Fire Signage</p> <p>There is sufficient Fire door keep shut signs & No Smoking signage in place.</p>	<p>Trivial</p>

<p>Section 13</p>	<p>Employee Training</p> <p>All staff receive basic fire safety awareness training.</p>	<p>Trivial</p>
<p>Section 14</p>	<p>Sources of Ignition</p> <p>The fixed electrical installation should be tested every 5 years. Last EICR was carried out on the 20/08/2025</p>	<p>Trivial</p>
<p>Section 15</p>	<p>Waste Control</p> <p>Waste is disposed of via the internal bin-chute hoppers located on the first and second floors, with the bin room positioned behind double timber doors on the ground floor. The chute hoppers require repair or replacement, as some are sticking open and one requires new seals. See section 7/15</p>	<p>Trivial</p>
<p>Section 16</p>	<p>Control and Supervision of Contractors and Visitors</p> <p>Contractors are controlled centrally, and hot works permits are required where necessary.</p>	<p>Trivial</p>
<p>Section 17</p>	<p>Arson Prevention</p> <p>The entrance/exit door is accessible by a call point, fob and fireman's drop key.</p> <p>There are security/safety lights fitted to externally around the sides of the building.</p>	<p>Trivial</p>

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

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.

A Type 1 Fire Risk Assessment of the premises at Curtis Close 1-3 has been carried out. The assessment included a thorough inspection of the site's layout, identification of potential fire hazards, and evaluation of existing fire safety measures. The findings and recommendations have been documented.

Based on the assessment, the likelihood of a fire is deemed medium prior to the implementation of the action plan, due to the identified normal fire hazards. Considering the use of the premises and the occupants within the block, the potential consequences for life safety in the event of a fire would be slight harm. This is because the flats are fitted with a minimum timber notional FD30 fire doors, and smoke/heat detection systems installed to a minimum of LD3 within all the flats, one final exit door, and a stay-put strategy unless a fire strategy is in place.

Access was attempted to a sample some of the properties as part of the risk assessment. This was to ensure the doors have not been tampered with by residents.

Access was gained to Flat 1. The entrance door has an excessive threshold gap, and the drop hinges do not allow the door to self-close. This is a leasehold property.

Properties assessed at the time of the Fire Risk Assessment require repairs to fully bring their entrance doors up to full fire safety compliance.

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

Once the recommended actions have been completed, the overall risk rating for the building will be reduced to trivial, subject to the implementation of the suggested measures outlined 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 risks:

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 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:

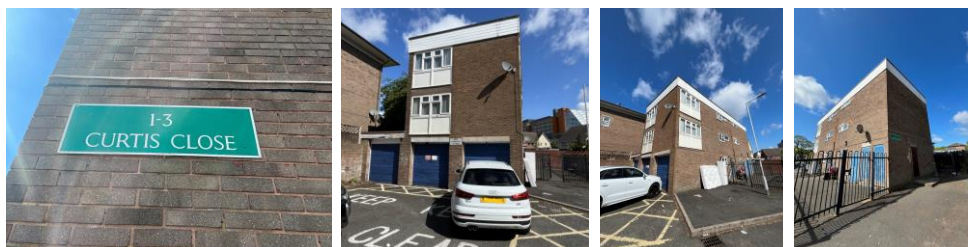
Chief Executive Shokat Lal		
Executive Director Asset Manager & Improvement Alan Lunt		
Assistant Director Asset Manager & Improvement Sarah Agar		
Fire Safety Manager Tony Thompson		
Team Lead Fire Safety Jason Blewitt		
Team Lead Building Safety Anthony Smith		
Housing Office Manager Teresa Warren-Donley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

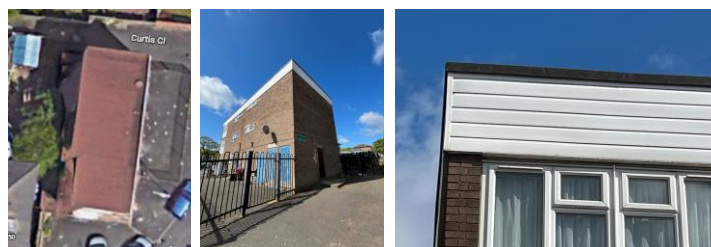
1-3
Curtis Close
Smethwick
B66 2RE



A Type 1 Fire Risk Assessment of the premises at Curtis Close 1-3 has been carried out. The assessment included a thorough inspection of the site's layout, identification of potential fire hazards, and evaluation of existing fire safety measures. The findings and recommendations have been documented.

Based on the assessment, the likelihood of a fire is deemed medium prior to the implementation of the action plan, due to the identified normal fire hazards.

The low-rise three-storey block was built in 1969 using traditional brick cavity and concrete construction. The building has a flat bitumen-felt roof with uPVC fascia boards fitted around the roofline.



The building is a detached block and sits at one side of the close. Access to the close is gained off New Hope Road. The entrance/exit door is timber construction with glass panelled insets. Access is gained with fob, flat call button and fire service drop key. Beyond the entrance, there is a ground-floor flat (No. 1) and a concrete staircase providing access to Flats 2 and 3 situated on separate floors.



Safety/security light installed at each side of the building, no light was present at the entrance side of the building. This is to be recommended for a future install.



Located within the courtyard on the side elevation of the premises are secure, resident-keyed storage cupboards serving each flat. A designated bin store is positioned immediately adjacent these.



A commercial-grade metal wheelie bin is housed within the bin store, functioning as the receptacle for refuse discharged via the block's bin chute.



The enforcing authority is West Midlands Fire Service.
The nearest fire station is Smethwick Fire Station,
located approximately 1.6 miles away.

Types of fire risk assessments (FRAs) for multi-occupied buildings,

- Types of fire risk assessments (FRAs) for multi-occupied buildings,
- Type 1 is a basic, non-destructive check of common areas;
- Type 2 involves destructive sampling of common areas for serious flaws;
- Type 3 extends Type 1 to include individual flats non-destructively; and
- Type 4 is the most comprehensive, combining Type 3 with destructive inspection of common areas and flats for deep structural assessment.

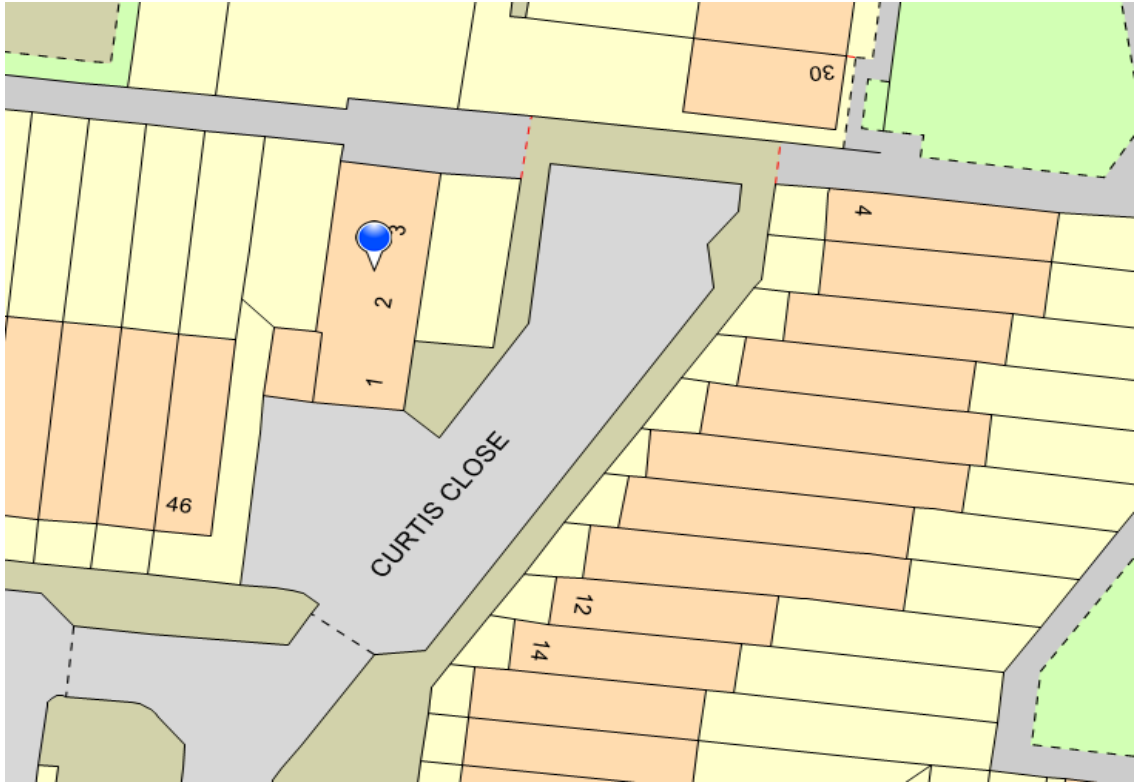
High/Low Rise	Low-Rise
Number of Floors	3
Date of Construction	1969
Construction Type	Traditional brick & concrete
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	Yes
Access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

Persons at Risk

Residents / Occupants of 3 flats total,
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



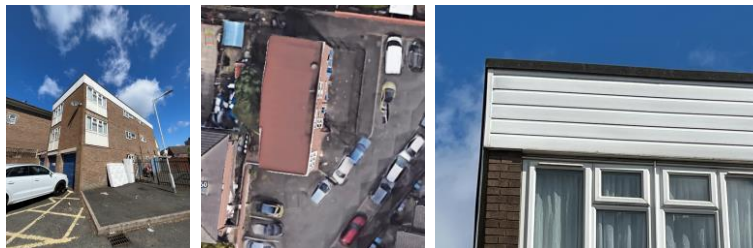
Section 6

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.

Below is a breakdown of the materials used within the external envelope, it is deemed that the combination and application of these materials present an acceptable level of fire risk.

- 1) The external surface of the building is predominantly brick structure. The building has a flat bitumen-felt roof with uPVC fascia boards fitted around the roofline



- 2) uPVC double-glazed units have been installed in each flat and one at the top of the communal stairway. A security/safety light is fitted within the courtyards; installation of a light is recommended for next to the entrance door. The entrance door is timber construction with glazed panels.



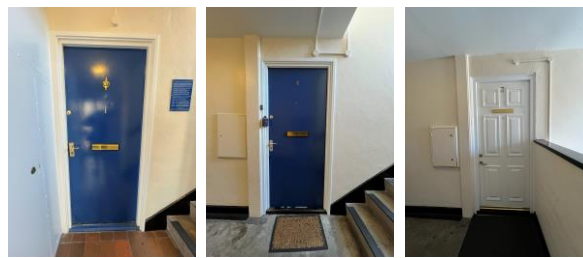
- 3) The two courtyards, located on adjacent sides of the building, are secured by metal railings. One courtyard was locked with a padlock at the time of inspection. The other courtyard was unsecured and provided access to the storage cupboards, the bin room, and a secondary entrance to Flat 1.



**Section
7**

Means of Escape from Fire

- 1) Each property is fitted with a minimum of an LD3 detection system within the flat. See Section 8
- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum
- 3) None of the corridors that form part of the means of escape are dead ends.
- 4) Two flats within the block are fitted with timber notional doors, the other flat has a composite FD30 door fitted.



Curtis Close 1-3 (O&E)	BL13750CU02	1 Curtis Close;Smethwick;West Midlands;;	Timber Door FD30s	Not Glazed
Curtis Close 1-3 (O&E)	BL13750CU02	1-3 Curtis Close;Smethwick;West Midlands;;	Intentionally Blank	
Curtis Close 1-3 (O&E)	BL13750CU02	2 Curtis Close;Smethwick;West Midlands;;	Timber Door FD30s	Not Glazed
Curtis Close 1-3 (O&E)	BL13750CU02	3 Curtis Close;Smethwick;West Midlands;;	Permadoor	Not Glazed

5) Access was attempted to the properties as part of the risk assessment. This was to ensure the doors have not been tampered with by residents. Access was gained to the following

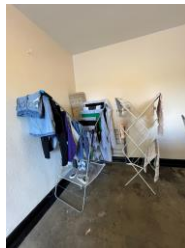
a) Flat 1 (Leaseholder): The entrance door to Flat 1 is non-compliant, lacking a self-closing device and presenting an excessive threshold gap. A compliant drop-down fire seal should be installed, or the door replaced to achieve the required fire-resisting standard.



b) Flat 2: No answer

c) Flat 3: No answer

6) On the 2nd floor, the communal area is currently being used for drying laundry. Although the associated fire risk is low, the resident must remove these items in line with the policy requiring all communal areas to remain free of obstructions and personal belongings. Email sent 18/05/2026 to housing manager



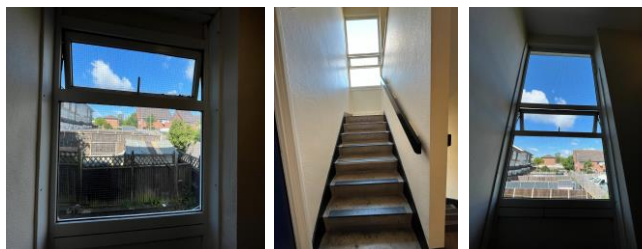
7) Within the block each floor is accessed via a single staircase that provides a means of escape for flats 2 and 3 this has a width of 990mm wall to wall.



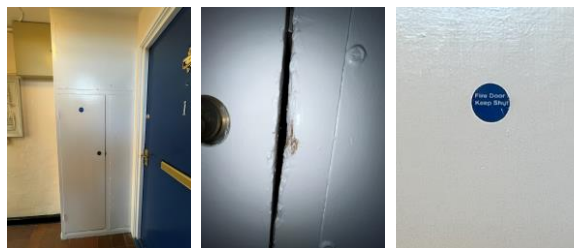
8) The flooring and stairway within this property are concrete construction.



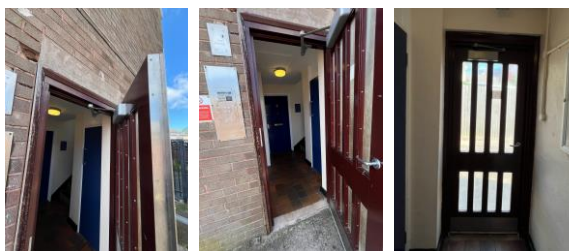
9) Automatic smoke ventilation is not employed. Windows fitted on the stairwell are fitted with manual openers; the windows will assist in additional lighting and any ventilation required.



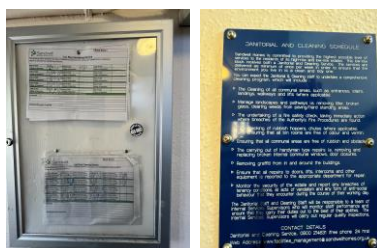
10) **In the communal ground-floor area adjacent to Flat 1, there is a service cupboard. Access to this cupboard was not available at the time of the fire risk assessment; therefore, no observations can be made regarding any internal conditions or potential hazards. The cupboard door has a substantial gap along the closing edge, which requires appropriate fire-stopping to restore its fire-resisting performance. *Fire Door Keep Shut* signage is present on the door.**



11) The final exit doors are operated using a handle to egress the building and are also 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). 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.



12) 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.



13) No emergency lighting is installed on the communal landings or stairways. See section 9/2



14) On the 1st and 2nd floors, adjacent to the flat entrance doors, there are service over-cupboards. Access to these cupboards was not possible at the time of the assessment, so their internal condition could not be verified. Externally, both cupboards appeared to be in good condition.



15) On the 1st and 2nd floors, a bin-chute hopper door is located adjacent to the flat entrances for residents to dispose of refuse bags. The hopper doors on both levels stick in the fully open position and therefore require replacement. In addition, one hopper door was found to have a defective seal, which would also require remedial action



16) Within the communal area on the ground floor next to the final exit the control unit is installed within a steel cupboard that operates the final exit door electronics.



- 17) Adjacent the buildings entrance door within the communal area there is a storage cupboard that was accessible at the time of the fire risk assessment. There were no issues found within this cupboard and was kept locked.



- 18). The building has sufficient passive controls that provide effective compartmentation to support a Stay Safe Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them

Definitions Fire Doors.

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

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

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

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

Classifications of FD30 and FD30s fire doors include timber-based options designed to provide 30 minutes of fire resistance, with the "s" suffix indicating additional smoke sealing capabilities. Timber notional doors are a distinct category within this, referring to older, existing timber doors—often in older residential buildings—that are deemed capable of providing 30 minutes of fire protection based on an inspector's assessment rather than formal, modern fire testing certification.

Section

8

Fire Detection and Alarm Systems

- 1) Early warning is limited to resident's flats with this being a hard wire or battery smoke alarm. The equipment is subjected to a cyclical test. Residents' flats are fitted to a minimum of an LD3 standard.

Unable to access the properties at the time of the Fire Risk Assessment, information was gained from SMBC Job Manager.

- Flat 1 has LD2 installed. (access gained)
- Flat 2 has LD2 installed (information gained from Job Manager)
- Flat 3 has LD3 installed (information gained from Job Manager)

For information

LD1 all rooms except wet rooms

LD2 all-risk rooms e.g. Living Room, Kitchens and Hallway.

LD3 Hallway only

- 2) 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

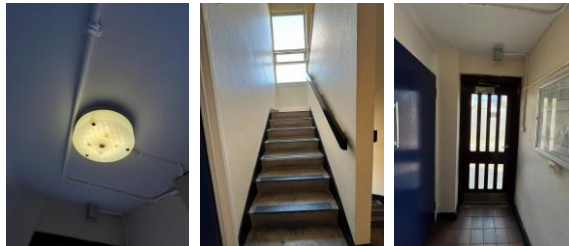
Section

9

Emergency Lighting

- 1) The premise is not fitted with emergency lighting
- 2) The communal landings and stairways within this three-storey block are not provided with emergency lighting. *Approved Document B, paragraph 3.41* requires that, except for two-storey blocks of flats, all escape routes must have adequate artificial lighting, with escape lighting operating in the event of a mains power failure. To meet this requirement and comply with the *Regulatory Reform (Fire Safety) Order 2005*, it is recommended that emergency lighting is installed throughout the escape routes as part of future upgrade works. At present, illumination is limited to standard luminaires and natural light from the landing window and final exit door.

[Approved Document B](#) See page 35 paragraph 3.41



**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.

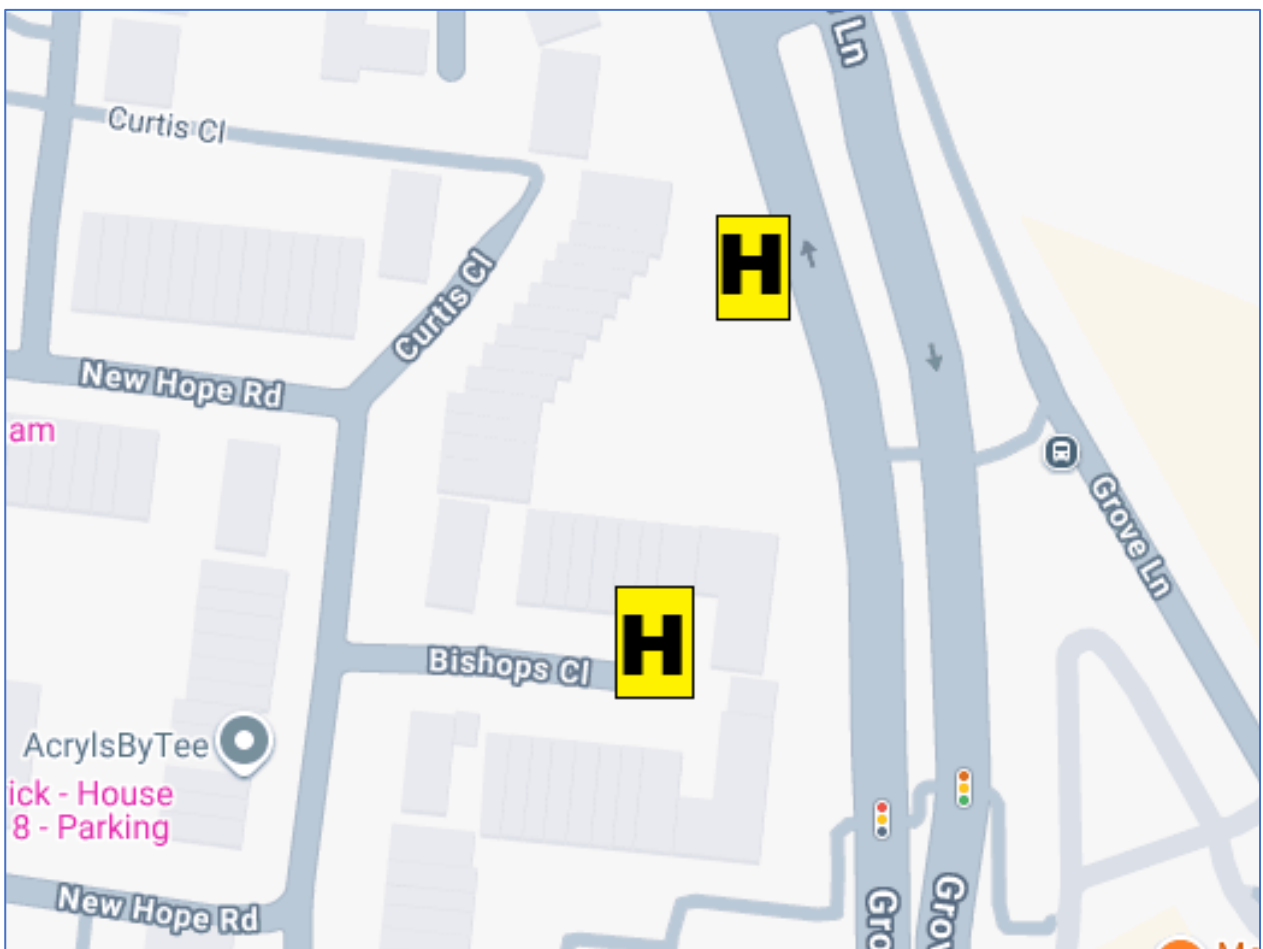
The survey undertaken as part of this risk assessment should not be construed as a full compartmentation survey of the building.

- 2) The building is designed to provide as a minimum 1-hour vertical and horizontal fire resistance, except at entrance to flats which is a minimum of 30-minute fire door.
 - 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) The existing fire-stopping measures are fit for purpose (unless listed within this Fire Risk Assessment), 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.
 - 5) A variety of methods / materials have been used to achieve fire-stopping such as intumescent mastic around penetrations.
 - 6) Flat entrances are fitted with notional and composite door sets (See *section 7/5*). Some actions are required on flat entrance doors (See *section 7*)
 - 7) Compartmentation issue has been mentioned in *section 7/10* regarding to the gap around the closing edge of the service cupboard door adjacent to flat 1.
-

**Section
11**

Fire Fighting Equipment

- 1) There is no firefighting equipment on this premises.
- 2) Nearest fire hydrant is indicated within the attached plan. Information from <https://dataservices.riscauthority.co.uk/map/index>



**Section
12**

Fire Signage

- 1) The service cupboard outside flat 1 has a “Fire Door Keep shut” signage displayed at the time of the fire risk assessment. This should be changed with a lock to ‘Fire Door Keep Locked’



- a) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. Signage is installed to notify residents and visitors of this.



- 2) Directional signage is not displayed throughout the building. Its absence is considered acceptable, as the building layout is straightforward and does not necessitate such signage.
-

**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) 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. The date of the last EICR was 20/08/2025.



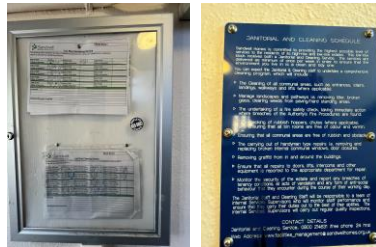
- 5) Portable heaters are not allowed in any common parts of the premises.
- 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.



Section
15

Waste Control

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



- 2) The refuse bins for Curtis Close 1–3 are stored at the side of the premises within a designated storage cupboard. This area also functions as the bin-chute room, with hopper doors located on the 1st and 2nd floors for residents to dispose of refuse. The bins are emptied as part of the routine waste collection service.



- 3) 'Out of Hours' service is in place to remove bulk items.
- 4) A couple of bulky items were observed deposited against the building's exterior. Their removal is required to eliminate unnecessary fire load and maintain safe external housekeeping standards. Email sent to housing manager 18/05/2026



**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 – in order to monitor, review and share any new information including any new risks.
 - c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.
 - d) Final Contractor review on completion of works undertaken
-

**Section
17**

Arson Prevention

- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
- 2) Access to the premises is by means of a fob, individual flat call point and by using a fire fighters drop key.
- 3) Sides of the building within the courtyards are covered by external lighting, lighting is required at the premises entrance door for safety and security.



- 4) There is no current evidence of arson.
 - 5) There have been no reported fire incidents 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) Residents should not store flammable liquids or gas cylinders on site.
- 4) No Flammable liquids stored on site by Caretakers / Cleaners.
- 5) There is a storage cupboard for each flat in the courtyard, which is built within the building and is locked by a tenant only key.



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:

Curtis Close 1-3

Date of Action Plan:



21/05/2026

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/5a	Flat 1: New door required due to no self closer and an excessive threshold gap. Repair if not renewing the door		P3	Within 3-6 months Leasehold Manager	

Fire Risk Assessment

7/10	<p>Adjacent Flat 1: Reduce the gap on the service-cupboard door using appropriate fire-stopping and fire-rated door furniture.</p>		P3	Within 3-6 months Fire Rapid Response	
7/15	<p>1st & 2nd Floors: Replace the chute hopper doors on each floor</p>		P2	Within 1-3 months Repairs Metal fitters	

Observations/Recommendations



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).

Emergency lighting: It is recommended that compliant emergency lighting be incorporated during future refurbishment works. At present, illumination is provided only by standard lighting and natural light from nearby doors and windows.

Entrance Door light: It is recommended that a light is installed adjacent to the entrance door to assist with safety and security in this area.

Fire Risk Assessment

Signed

	Fire Risk Assessor	Date: 21/05/2026
	Building Safety Manager	Date: 22/05/2026



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

Name of property: Curtis Close 1-3

Premise Manager: Prabha Patel

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 (Tel:- 0121 569 5077).		



Report No.: J420739
Nature of Work: Management Survey
Issue Date: 25/04/2025
Client Name: Sandwell MBC (formerly Homes) Building Services, Direct 2 Trading Estate, Roway Lane, Oldbury, West Midlands, B69 3ES
UPRN: BL13750CU02 2
Site Address: 1-3 Curtis Close, Smethwick, B66 2RE



Order Placed By: Dean Harding
Site Contact: Communal
Date(s) of Work: 08/04/2025
Technical Manager: D Ely CCP (Asbestos)
Assistant Surveyor(s): Not Applicable
Lead Surveyor:

Authorised Signatory:

Jack Baldwin
Asbestos Surveyor

Louise Farmer
Technical Review Officer and Asbestos Consultant
25/04/2025

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



Fire Risk Assessment

ASBESTOS REGISTER

Property Details	
Reference: BL13750CU02	Address: 1-3 Curtis Close Smethwick West Midlands B66 2RE

Current Asbestos Entries			
Asbestos Reference	BL13750CU02_Asbestos_8297	Description	Bradley's management survey April 2025
Location	Communal Block Stairways. Internal Walls. (Room Floor)		
Type	Chrysotile	Material	Decorative Coating / Artex
Extent/Size		Sample Reference	
Surface	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles		
Comments	2nd floor landing/stairs , asbestos textured coating to concrete walls		
Managers Priority		Overall Risk	Low

Asbestos Reference	BL13750CU02_Asbestos_8298	Description	Bradley's management survey April 2025
Location	Communal Block Stairways. Ceiling & Walls. (Room Floor)		
Type	Chrysotile	Material	Gasket
Extent/Size		Sample Reference	
Surface	Enclosed sprays and laggin, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc.		
Comments	2nd floor landing/stairs. 2 units Asbestos gaskets present around fittings of ceiling and wall mounted lights		
Managers Priority		Overall Risk	Low

Asbestos Reference	BL13750CU02_Asbestos_8299	Description	Bradley's management survey April 2025
Location	Communal Block Stairways. Floor Covering Non Tiles. (Room Floor)		
Type	Chrysotile	Material	Plastic Or Resin
Extent/Size		Sample Reference	
Surface	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles		
Comments	2nd floor landing/stairs asbestos reinforced plastic stair treads		
Managers Priority		Overall Risk	Low

Asbestos Reference	BL13750CU02_Asbestos_8300	Description	Bradley's management survey April 2025
Location	Communal Block Stairways. Internal Walls. (Room Floor)		
Type	Chrysotile	Material	Decorative Coating / Artex
Extent/Size		Sample Reference	
Surface	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles		
Comments	1st floor landing/stairs asbestos textured coating to concrete walls		
Managers Priority		Overall Risk	Low

Asbestos Reference	BL13750CU02_Asbestos_8301	Description	Bradley's management survey April 2025
Location	Communal Block Stairways. Ceiling. (Room Floor)		
Type	Chrysotile	Material	Gasket
Extent/Size		Sample Reference	
Surface	Enclosed sprays and laggin, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc.		
Comments	1st floor landing/stairs asbestos gaskets present around fittings of ceiling mounted lights 2 units		
Managers Priority		Overall Risk	Low

Asbestos Reference	BL13750CU02_Asbestos_8302	Description	Bradley's management survey April 2025
Location	Communal Block Stairways. Floor Covering Non Tiles. (Room Floor)		
Type	Chrysotile	Material	Plastic Or Resin
Extent/Size		Sample Reference	
Surface	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles		
Comments	1st floor landing/stairs asbestos reinforced plastic stair treads		
Managers Priority		Overall Risk	Low

Asbestos Reference	BL13750CU02_Asbestos_8303	Description	Bradley's management survey April 2025
Location	Communal Block Stairways. Ceiling. (Room Floor)		
Type	Chrysotile	Material	Gasket
Extent/Size		Sample Reference	
Surface	Enclosed sprays and laggin, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc.		
Comments	Ground floor lobby asbestos gasket present around fittings of ceiling mounted lights		
Managers Priority		Overall Risk	Low

Fire Risk Assessment

Asbestos Reference	BL13750CU02_Asbestos_8304	Description	Bradley's management survey April 2025
Location	Communal Block Stairways. Internal Walls. (Room Floor)		
Type	Chrysotile	Material	Decorative Coating / Artex
Extent/Size		Sample Reference	
Surface	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles		
Comments	Ground floor asbestos textured coating to concrete walls		
Managers Priority		Overall Risk	Low

Asbestos Reference	BL13750CU02_Asbestos_8306	Description	Bradley's management survey April 2025
Location	Communal Block Stairways. Insulation Measurements. (Room Floor)		
Type	Crocidolite	Material	Bitumen Coating Or Felt
Extent/Size		Sample Reference	
Surface	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles		
Comments	Ground floor lobby, presumed asbestos bitumen cable wrap present internally to timber electrical cupboard		
Managers Priority		Overall Risk	Low

Asbestos Reference	BL13750CU02_Asbestos_8307	Description	Bradley's management survey April 2025
Location	External. Damp Proof Course. (Room Floor)		
Type	Chrysotile	Material	Bitumen Coating Or Felt
Extent/Size		Sample Reference	
Surface	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles		
Comments	Asbestos bitumen damp proof course, low level throughout building		
Managers Priority		Overall Risk	Very Low

Historic (Not Current) Asbestos Entries

Asbestos Reference	BL13750CU02_Asbestos_1	Description	Readied with additional info following Bradley's
Ended Date	20-May-2025		
Location	Communal Area. Internal Walls. (Room Floor 50)		
Type	Chrysotile	Material	Decorative Coating / Artex
Extent/Size	0	Sample Reference	GC462/ 1
Surface	Unsealed laggings and sprays		
Comments	communal walls		
Managers Priority	Medium	Overall Risk	High