Fire Risk Assessment

Church Gardens 25 -28

Smethwick,

B67 6AA

Date of Inspection: 10TH September 2026

Review Period: 3 years.

Officer: M. Zafeer **Fire Risk Assessor**

Verified By: S. Henley **Fire Risk Assessor**

Current Risk Rating = Tolerable

Sandwell
Metropolitan Borough Council

Subsequent reviews

Review date	Officer	Comments

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Section 0 Introduction, Scope & References

The Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O) requires the Responsible Person to ensure that a **suitable and sufficient Fire Risk Assessment (FRA)** is carried out for the common parts of all multi-occupied residential buildings. This FRA supports the organisation's wider fire safety management system and ensures compliance with statutory duties relating to the safety of residents, visitors, staff, and contractors.
This FRA has been completed in accordance with **BS 9792:2025 – Fire Risk Assessment for Housing**, and with reference to relevant UK legislation and guidance, including:

- Regulatory Reform (Fire Safety) Order 2005 (FSO): The primary law governing fire safety in the common parts of flats, including stairways, corridors, and entrance doors.

- Fire Safety Act 2021: Information about the commencement of the Fire Safety Act and how it affects Responsible Persons and others.

- Fire Safety (England) Regulations 2022: Introduced under the FSO, it mandates high-rise residents (>11m) to have fire doors checked quarterly and provides safety information.

- Housing Act 2004: Empowers local authorities to enforce safety standards within individual residential units.

- Building Safety Act 2022: (where applicable) Imposes strict management requirements on higher-risk buildings.

- Fire Safety in Purpose-Built Blocks of Flats (Local Government Association): Considered the definitive guidance, often known as the "LGA guide," for purpose-built blocks.

- Making your small block of flats safe from fire: *Fire Safety in Small Blocks of Flats*

- NFCC guidance on residential fire safety

The purpose of this FRA is to evaluate the risk to life from fire within the **common parts** of the building and to identify any measures required to ensure compliance with applicable legislation.

The assessment considers:

- The building's construction, layout, and fire protection features
- The nature of the occupancy and any residents who may require additional support
- Fire hazards and the measures in place to eliminate or control them
- The adequacy of means of escape and fire safety systems
- The management arrangements for maintaining fire safety

Type of Assessment

This FRA has been completed as a:

☒ Type 1 – Common parts only (non-intrusive)
☐ Type 2 – Common parts only (Intrusive)
☐ Type 3 – Common Parts & Dwellings (Non-Intrusive)
☐ Type 4 – Common Parts & Dwellings (Intrusive)

Scope of the Assessment

The assessment includes, but is not limited to:

☒ Visual review of the external wall construction (where relevant)
☒ Inspection of flat entrance doors from the common side
☒ Means of escape routes and exit doors
☒ Accessible compartmentation and fire-stopping, passive and active fire protection measures.
☒ Service cupboards, risers, and meter rooms (where accessible)
☒ Roof voids and loft spaces (where accessible)
☒ Fire safety signage, lighting, and detection systems
☒ Accessible compartmentation,

Limitations

This FRA is based on a **visual, non-destructive inspection** unless otherwise stated. No opening up of construction, removal of fixtures, or intrusive investigation was undertaken. Areas that could not be accessed at the time of inspection are recorded within the report.

This FRA does **not**:

- Provide a full fire strategy for the building
- Assess the structural fire resistance of building elements
- Identify latent construction defects
- Assess internal conditions within individual dwellings
- Provide an external wall appraisal (FRAEW), which is not normally required for low-rise buildings unless specific concerns are identified
- Serve as a compliance audit or snagging inspection

The findings are therefore limited to the conditions observed and the information made available at the time of inspection.

Review Requirements

The FRA should be reviewed:

- At regular intervals (typically every 3 years)
- Following any significant change to the building
- Following a fire incident
- Following identification of new risks or concerns
- Following significant changes in occupancy or management arrangements

The Responsible Person must ensure that all significant findings and recommended actions are addressed within appropriate timescales and that fire safety information is kept up to date in line with the principles of the **Golden Thread**.

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/contact/log-complaint or by phone on 0121 569 7867

The FRA does not address the risk to property or business continuity from fire.

This FRA complies 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/contact/log-complaint or by phone on 0121 569 7867.

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 SMBC will as a minimum review: -

- High Risk Residential Buildings annually.
- Commercial buildings annually.
- Emergency Housing Schemes annually.
- Sheltered schemes 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 outcome will then be 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 published.

The Building Safety Case will be updated to reflect the latest detail/information of latest fire risk assessment. (High Rise Only)

References

This Fire Risk Assessment has been undertaken with reference to relevant UK fire safety legislation, statutory guidance, and applicable British Standards current at the time of assessment. For example: -

Applicable Legislation

- Regulatory Reform (Fire Safety) Order 2005 (FSO): The primary law governing fire safety in the common parts of flats, including stairways, corridors, and entrance doors.
- Fire Safety (England) Regulations 2022: Introduced under the FSO, it mandates high-rise residents (>11m) to have fire doors checked quarterly and provides safety information.
- Building Safety Act 2022: Imposes strict management requirements on higher-risk buildings.
- Housing Act 2004: Empowers local authorities to enforce safety standards within individual residential units.

Key Guidance Documents

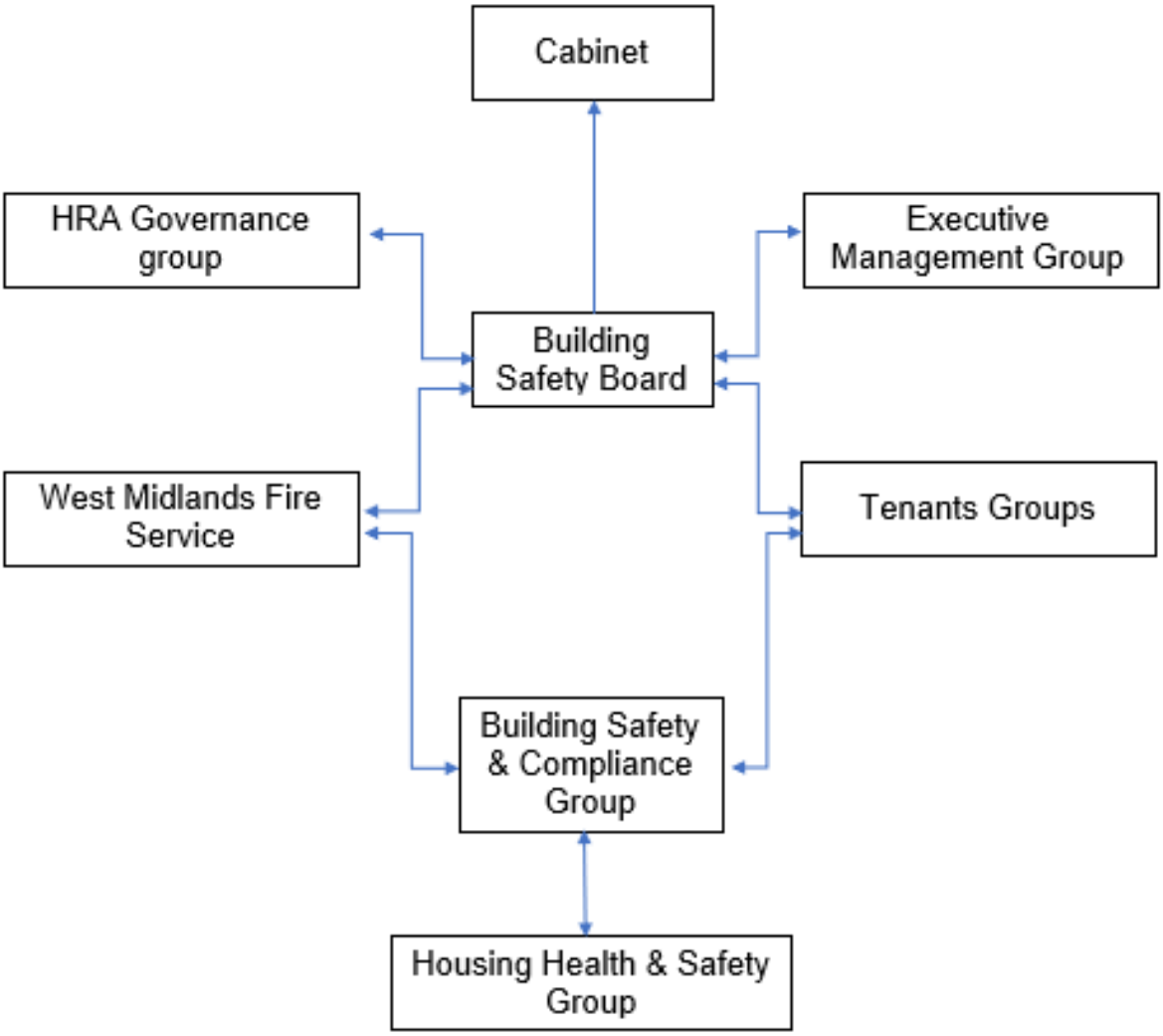
- Fire Safety in Purpose-Built Blocks of Flats (Local Government Association): Considered the definitive guidance, often known as the "LGA guide," for purpose-built blocks.
- Fire Safety Risk Assessment: Sleeping Accommodation (GOV.UK): Guidance on managing risks in communal areas.
- Making Your Small Block of Flats Safe from Fire (GOV.UK): Specific guidance for small, 3-storey blocks.
- BS 9792:2025: New British Standard for conducting fire risk assessments in housing.
- NFCC publication “Fire safety in specialised housing.”

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 Executive Summary

This Fire Risk Assessment provides an overview of the fire safety arrangements in place within the building and evaluates the level of risk to life from fire within the common parts. The assessment has been undertaken in accordance with the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021, the Fire Safety (England) Regulations 2022, and BS 9792:2025. It reflects the building's design, construction, occupancy profile, and the fire safety measures provided.

The building is a low-rise, purpose-built block of flats designed to support a **Stay Put Unless Affected** evacuation strategy. This approach is appropriate for buildings of this type, where each flat is intended to provide a degree of fire resistance that allows occupants to remain safely within their dwelling unless directly affected by fire or smoke. The common areas are designed to remain clear and unobstructed, with a single stairway providing the means of escape for residents who need to evacuate.

The assessment considers the building's passive and active fire protection measures, including compartmentation, flat entrance doors, fire-stopping, emergency lighting, and domestic smoke detection within sampled flats. It also reviews the management arrangements in place for maintaining fire safety systems, controlling contractors, managing waste, and providing residents with appropriate fire safety information.

The building benefits from traditional, inherently robust construction, and the fire protection measures provided are generally consistent with the expectations for low-rise residential buildings. The management regime supports the maintenance of a sterile common area, which is a key control measure in buildings with a single escape route. The building's occupancy profile does not indicate any unusual or heightened risk factors, although residents who may require additional support are managed through Person-Centred Fire Risk Assessments (PCFRAs) and Residential PEEPs where agreed.

Based on the conditions observed at the time of inspection, the overall risk to life from fire is assessed as **Tolerable**.

This means that the existing fire safety measures are broadly adequate, and only minor or routine improvements may be required. The detailed significant findings and recommended actions are provided in the Action Plan at the end of this report.

The Responsible Person must ensure that all recommended actions are addressed within appropriate timescales and that the FRA is reviewed regularly, or sooner if significant changes occur to the building, its use, or its occupancy.

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** **Structure & External Envelope** Construction: Traditional cavity brick and concrete masonry. Centre section incorporates UPVC cladding to a balcony opening for 1st floor flats. Timber up post from balcony to roof line. Roofing: Pitched structure finished with traditional tiles or slates. Dry Verge end caps to the side of the roof Top Floor Finish: Fascias & Soffits: UPVC and timber detailing above communal entrances. Electrical supply units and metals conduits installed to the front elevation of the building.	Trivial

	Openings & Access Primary Access: Glazed UPVC door to block entrance for ground and first floor flats. Communal Stairwells: no natural lighting to staircase and to first floor. Residential Windows: Individual units feature UPVC double glazing. **External Features & Grounds** Refuse Storage: Refuse bins located to the front of the building and to the rear, neighbouring dedicated compounds with secured timber doors. Ground-Floor Units: Access to rear gardens, partially enclosed by timber fencing. Upper-Floor Units: UPVC cladded centre balcony requiring monitoring to stay clear of combustible storage.	
Section 7	**Means of Escape from Fire** Single staircase that provides sufficient means of escape to all flats on the 1st floor Metal trunking and conduit for electrical cabling in communal areas. Both ground floor flats have UPVC windows opening into the communal area Access to roof void on the means of escape between both 1st floor flats • 1st floor is insufficient in illumination for a means of safe escape. *Email sent to electrical team on 15/09/2026* • Letterbox cages on the ground floor communal hallway are full of commercial post	Tolerable

	Clear and safe exit out of the building via the ground floor exits. Final front exit doors are accessed using levered handles	
Section 8	**Fire Detection and Alarm Systems** Fire detection within flats is installed to a minimum LD3 standard. No flats were accessible to sample Confirmation via Sandwell management system. Flat 25 - Detectors in Hall, kitchen, living room Flat 26 - Detectors in Hall, landing, kitchen, living room	Trivial
Section 9	**Emergency Lighting** The premises has a no sufficient emergency / escape lighting system. *Recommend being upgraded on any future works programme* Block is supplemented by borrowed street, but this only illuminates the ground floor	Trivial
Section 10	**Compartmentation** The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells. Flat entrance doors are composite FD30s 30-minute fire doors with intumescent strips & cold smoke seals, including those in 1-hour rated walls. Sampling of flat entrance doors was not possible	Trivial

Section 11	**Fire Fighting Access & Equipment** Fire hydrants are near to block 21-24 & 49-52 signage for hydrants in place for WMFS. Nearest fire station is Smethwick.	Trivial
Section 12	**Fire Signage** “No smoking” signage in place on the front entrance doors.	Trivial
Section 13	**Employee Training** All staff receive basic fire safety awareness training.	Trivial
Section 14	**Fire Precautions** The last Satisfactory EICR was completed on 14/05/2025 All electrical cabling within the communal corridors and protected escape routes is securely enclosed within metal trunking and metal conduits	Trivial
Section 15	**Waste Control** Regular checks by Caretakers minimise risk of waste accumulation. • Bins are stored up against the fabric of the building.	Tolerable

Section 16	**Control and Supervision of Contractors and Visitors** Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
Section 17	**Arson Prevention** Perimeter lighting is in place.	Trivial
Section 18	**Storage Arrangements** Storage cupboards are located on the first-floor landing for residents of this floor 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:

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

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

☐ Low Risk: ☒ Medium Risk: ☐ High Risk:

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 ☐

Intolerable (Very High Risk)	The situation is intolerable. All or part of the building is unsafe for occupation. Significant effort and/or expenditure might be required to rectify the situation.
Substantial (High Risk)	Significant improvements are required. Urgent and/or substantial rectification work to at least normalize the risk.
Moderate (Normal Risk)	Improvements are necessary to reduce the risk to a tolerable level.
Tolerable **(**Low Risk)	While some very minor improvements might be required, the existing controls only require maintenance.
Trivial (Very Low Risk)	The risk to life is exceptionally low. No action is needed.

Comments

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

Church Gardens 25 -28
Church Road,
Smethwick.
B67 6AA.

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.

Based on its current use and occupancy, the building presents an overall low life safety risk from fire due to baseline protective measures.

While the risk is partially mitigated by localized LD3-standard smoke detection within individual flats, composite FD30s fire-rated doors at flat entrances, and generally proactive communal housekeeping, three distinct hazards undermine the building's fire safety integrity:

- **Escape Route Obstruction:** A build-up of combustible materials inside the ground-floor letterbox cages within the primary means of escape.

- **Inadequate Emergency Lighting:** Illumination across the first-floor landing and communal stairwell is insufficient to provide the necessary lumens for a safe evacuation (this has been reported to the electrical team for urgent rectification)

- **Deficient Smoke Control:** There is a lack of smoke ventilation on the first-floor communal landing, leaving the escape route vulnerable to rapid smoke logging during a fire incident.

These escape routes currently benefit final exit doors featuring a levered handle and thumb turn lock to allow easy egress, fully supporting the building’s designated "Stay Put Unless" fire strategy.

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.

Risk level	Action:
Trivial	No action is required, and no detailed records need to be maintained.
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

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

The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025 requires the Responsible Person to identify any groups of people who may be especially at risk in the event of a fire. This section considers the building's occupancy profile, the nature of the premises, and any factors that may increase vulnerability.

This low-rise residential building is occupied primarily by general-needs residents; however, as with all multi-occupied housing, there may be individuals whose personal circumstances increase their level of risk. These risks may arise from physical, sensory, or cognitive impairments, temporary health conditions, or other factors that could affect a person's ability to detect a fire, respond to an alarm, or evacuate safely.

Groups of People Who May Be at Increased Risk

- **Residents with mobility impairments** – may require more time or support to evacuate.
- **Residents with sensory impairments** – reduced ability to detect fire or navigate escape routes.
- **Residents with cognitive impairments** – may struggle to recognise danger or follow instructions.
- **Residents with temporary vulnerabilities** – illness, injury, recovery from surgery, or pregnancy.
- **Children and young people** – may rely on adults for guidance during an emergency.
- **Visitors unfamiliar with the building** – may not know escape routes or fire procedures.
- **Contractors working on site** – may be unfamiliar with fire safety arrangements and introduce additional risks.

Fire Safety (Residential Evacuation Plans) (England) Regulations 2025
These regulations apply to all multi-occupied residential buildings and place duties on the Responsible Person to identify and support residents who may require assistance in the event of a fire. The requirements include:

Identification of Residents Needing Assistance
The Responsible Person must take reasonable steps to identify residents whose ability to evacuate independently may be compromised due to physical, sensory, or cognitive impairments.

Person-Centred Fire Risk Assessments (PCFRAs)
A PCFRA is a structured conversation with the resident to understand their individual needs, risks, and capabilities. It considers mobility, communication, awareness, and any assistive technology required.

Residential Personal Emergency Evacuation Plans (RPEEPs)
Where agreed with the resident, an RPEEP sets out the actions they should take in the event of a fire. It may include:

- Evacuation routes
- Support required
- Communication needs
- Use of mobility aids
- Any agreed assistance arrangements

RPEEPs are voluntary and require the resident's consent.

Consent-Based Sharing of Information with the Fire Service
Information relating to residents who may require assistance can only be shared with West Midlands Fire Service if the resident provides explicit consent. This information helps the Fire Service plan an appropriate operational response.

Review Requirements
PCFRAs and RPEEPs must be reviewed:

- Annually
- When a resident's circumstances change
- When requested by the resident

Summary for This Building

Number of PCFRAs/RPEEPs currently in place: N/A

If no residents have been identified as requiring additional support, this should be recorded. If residents decline to participate, this should also be noted.

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.

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

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

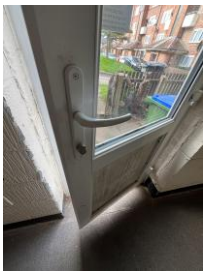
Church Gardens 25 - 28
Church Road,
Smethwick.
B67 6AA.

Description of the Property

Constructed circa 1949–1950, the low-rise block comprises two floors, including the ground floor. Church Gardens 25-28 contains 4 flats,

Ground floor flats 25,26
1st floor flats 27,28

The block contains a single communal staircase, providing exclusive access to two 1st-floor flats. The staircase constitutes the only communal areas within the blocks. The communal entrance and exit point is situated at the base of the stairway, secured by a UPVC door with a levered handle and thumb turn locking mechanism system, there is no firefighter's switch/drop latch.



The site has adequate street parking situated at the front 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.

Location of fire hydrant is located to the corner of neighbouring blocks of 21-24 & 49 -52 marked with a Fire Hydrant sign for easy Identification.

Fire Hydrant @ 21- 24 & 49 -52 Church Gardens

Nearest Fire station is Smethwick Fire Station, which is 0.9 miles

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

The enforcing authority is West Midlands Fire Service

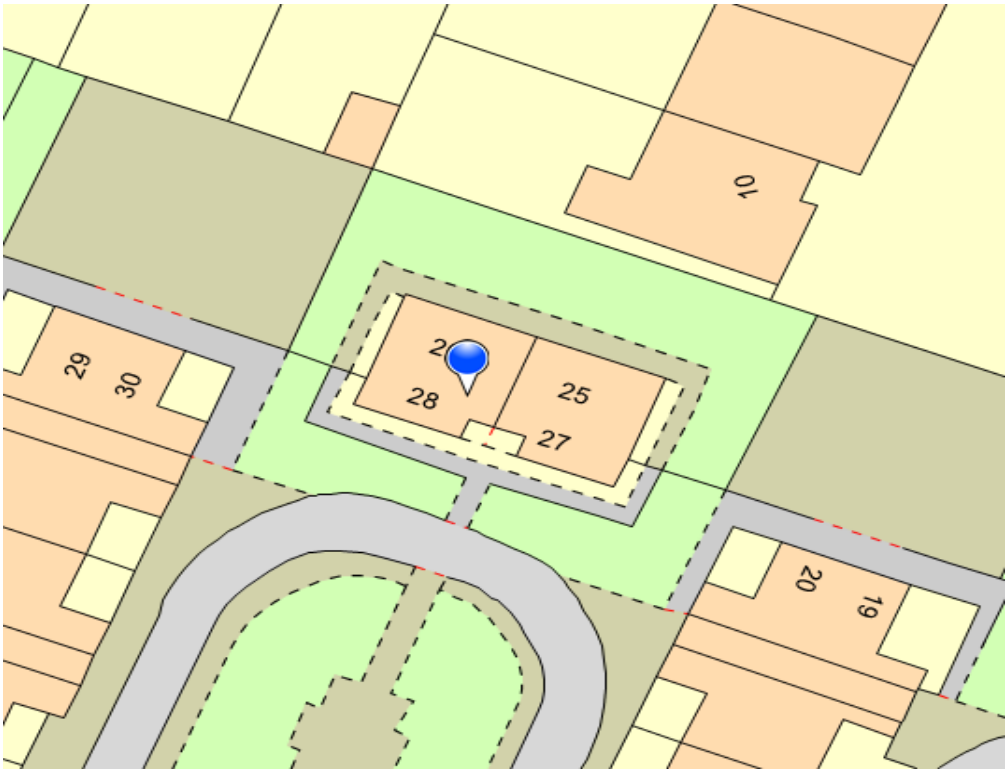
High/Low Rise	Low Rise
Number of Floors	2 floors
Height (estimate) Ground to Roof Ridge Line	7.2 to 8.5 metres (23.5 to 28 feet). metres
Approximate floor area	117.09 m² (1,260.30 ft²
Date of Construction	Circa 1949 - 1950
Construction Type	Concrete and brick
Last Refurbished	Unknown
External Cladding	0
Number of Lifts	0
Number of Staircases	1
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	No
Access to Roof void	Outside flats entrance 1st floor landing
Equipment on roof (e.g., mobile phone station etc)	No
EV charging points, distance from building	No
WMFS Audit	N/A
Enforcement action	N/A
Fire strategy	N/A

Persons at Risk

Residents / Occupants of 4 flats.
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g., meter readers, delivery people etc)
Statutory bodies (e.g., W.M.F.S, Police, and Ambulance)

Section 5

Building Plan



Section 6

External envelope

Following the introduction of the Fire Safety Act 2021, consideration needs to be given to the external envelope of the building for any fire risk. This means the external wall construction including any insulation filler. It also includes balconies and any other fixtures as well as doors and windows.

The materials used within the external construction Church Gardens 25-28 present an acceptable level of risk to fire.

1) The property comprises a two-story purpose-built residential block featuring a traditional cavity brick and concrete masonry construction under a pitched tiled roof. Primary egress and ingress to the ground and first-floor flats are provided via a glazed UPVC communal entrance door.

   The external envelope incorporates a first-floor balcony front cladded in UPVC, which is supported by timber uprights fixed to the underside of the roofline; additional UPVC and timber elements are present across the fascias and soffits above the communal entrances. A surface-mounted electrical supply unit is fixed to the front external elevation, with all outgoing electrical cabling routed through metal conduits and boxed trunking that are securely mechanically fixed to the building envelope.

   Combustible cladding is recommended to be replaced with suitable non-combustible material on any future works to the building.

2)Communal stairwells are enclosed and do not support any external windows, individual residential units are fitted with UPVC double-glazed windows. The building is constructed with traditional tiled or slated pitched roofs. Ground-floor flats feature access to the rear of the property; boundary is partitioned by a steel fence and timber gate allowing access to the rear. 1st floor flats feature a shared external balcony, which require monitoring to ensure they remain clear of combustible materials and storage items.

Section 7 Means of Escape from Fire

- Flat entrance doors nominal FD30S
- Emergency lighting provided where required
- Single protected stairway serving all floors
- Travel distances within acceptable limits
- Communal areas must remain sterile

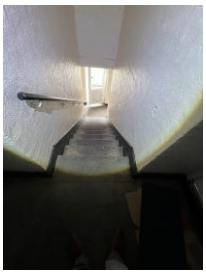
1) Each flat is equipped with, as a minimum LD3 fire detection to facilitate means of escape and provide sufficient response time.

2) Majority of floor mats outside flats entrances are of acceptable size and condition.

3) There is conventional lighting installed at the block on both floors, however the first-floor communal landing lacks sufficient illumination and emergency escape lighting, this will not guarantee safe, unobstructed evacuation for residents and visitors during an emergency to vacate the building. *Email has been sent to electrical on 15/09/2026*

Response received from electrical team received on the 15/09/2026

This request has come through before and when checked the circuits are not wired this way and are controlled via an external photocell, to alter this as requested will involve major rewiring works that would fall under capital works.



Illumination from torch used to indicate the level of darkness in daylight hours

4) The first floor lacks operable windows or dedicated natural ventilation systems, presenting a significant risk of smoke logging and compromised escape routes in the event of a fire. Recommended that on any future works to the building that this should be taken into consideration

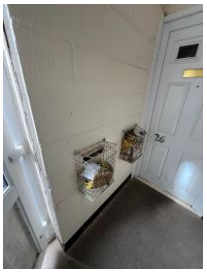
5) Residents' storage cupboards are located at the top of the stairs on the communal landing; these do not impose any direct impact to the escape route.

6) Access to the roof void is located on the 1st floor communal landing in between the 2 1st floor flats.

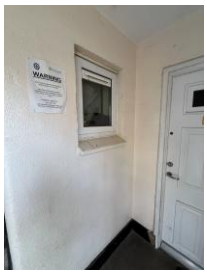
7) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year, and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.

8) Church Gardens 25 - 28 consists of a single staircase that provides sufficient means of escape to all flats on the 1st floor, this is located as you enter the block. The width of the staircases has been measured from concrete handrail to wall at a measurement of between 840mm. These stairs and landings are kept clear to maintain safe means of escape, however the first-floor communal landing lacks sufficient illumination and emergency escape lighting as noted above.

9) A significant accumulation of unmanaged commercial mail was observed within the letterboxes and delivery cages for all four flats in the ground floor communal entrance, presenting an unmanaged fire load and an arson hazard within the primary escape route.

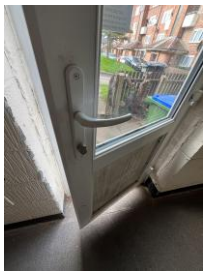


10) Both ground floor flats have windows that face out onto the means of escape, on investigation they do not appear to open, however on any future works to the building these windows will need to be reconsidered.



11) All electrical cabling within the communal corridors and protected escape routes is securely enclosed within metal trunking and metal conduits to prevent premature collapse in a fire.

12)There is a clear and safe exit out of the building via the ground floor exits. The final front exit doors are accessed using a levered handle door with a thumb turn lock.



13) The route out the block to ultimate safety is clear from single final exit door.

Section 8 Fire Detection and Alarm Systems

- No communal fire alarm required for low-rise blocks.
- Smoke detection in flats to minimum LD3 standard. (sampled)
- Heat detection in kitchens, where installed.

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

2) Based on a sample of properties via SMBC's Job Manager system, the smoke alarms within resident's flats are installed to a minimum of an LD3 Standard. The detectors are checked and records updated during the annual gas service.

   Flat 25 - Detectors in Hall, kitchen, living room – **LD2**
   Flat 26 - Detectors in Hall, landing, kitchen, living room - **LD2**

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

3) There is no effective means for detecting an outbreak of fire to the residential 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 block currently lacks a dedicated emergency lighting system; however, standard lighting units are situated throughout the communal stairwell, internal landings, on the ground and first floors. These units, supplemented by borrowed street lighting through the glazed UPVC front entrance door, provide sufficient levels of illumination to facilitate a safe means of escape on the ground floor only, however there is no borrowed lighting for the 1st floor landing accommodating flats 27 & 28, this leave the 1st floor poorly illuminated for any safe evacuation during the day, this has been documented in section 7 Means of Escape.

2) It is recommended that emergency lighting accordance with BS 5266 to be installed on any future works program.

Section 10 Compartmentation

The *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) 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.

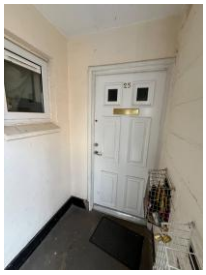
5) A variety of methods / materials have been used to achieve fire-stopping such as intumescent mastic around penetrations.

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

7) The fire stopping / compartmentation is subject to a 12-week check by the Fire Safety Rapid Response Team.

8) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.

9) Individual flat doors are composite FD30s fire rated door sets with intumescent strips, cold smoke seals and self-closing devices.



Flats 25,26,27,28

Block Name	Place-Re	Address	Front Door Type	Glazed / Not Glazed
Church Gardens 25-28 (O&	BL10740CH33	25 Church Gardens;Church Road;Smethwick;West Midlands;	Permadoor	Glazed
Church Gardens 25-28 (O&	**BL10740CH33**	25-28 Church Gardens;Smethwick;West Midlands;;	Intentionally Blank	
Church Gardens 25-28 (O&	BL10740CH33	26 Church Gardens;Church Road;Smethwick;West Midlands;	Permadoor	Glazed
Church Gardens 25-28 (O&	BL10740CH33	27 Church Gardens;Church Road;Smethwick;West Midlands;	IG Doors	Glazed
Church Gardens 25-28 (O&	BL10740CH33	28 Church Gardens;Church Road;Smethwick;West Midlands;	Permadoor	Glazed

10) Attempts were made on the 10th and the 18th of September 2026 to sample of properties within the block as part of the Fire Risk Assessment. This inspection ensures that self-closing devices operate in accordance with their design standards, and that all smoke seals remain intact and fully functional under emergency conditions. *It was not possible to gain access to inspect flat entrance doors*.

11) Access to the roof void was not possible on the day of the Fire risk Assessment, FRA to be updated once access is gained to assess.

12) Storage cupboard doors on the 1st floor landing are not fire rated doors and is recommended that these be upgraded to FD30s doors on any future works to the building.

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 11 Fire Fighting Access & Equipment

Location of fire hydrant is located to the corner of neighbouring blocks of 21-24 & 49 -52 marked with a Fire Hydrant sign for easy Identification.

Fire Hydrant @ 21- 24 & 49 -52 Church Gardens

Nearest Fire station is Smethwick Fire Station, which is 0.9 miles

Section 12 Fire Signage

- Fire door signage: Keep shut – keep locked
- Smoking signage
- Service cupboard signage ie gas, electric, water
- No gas bottles etc on site.

1) There is no fire doors installed within the premise therefore Fire Door signage is not currently required.

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

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

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) Staff undertaking fire risk assessments on Low Rise buildings have or are working towards a minimum of Level 4 Diploma in Fire Risk Assessment.

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

Section 14

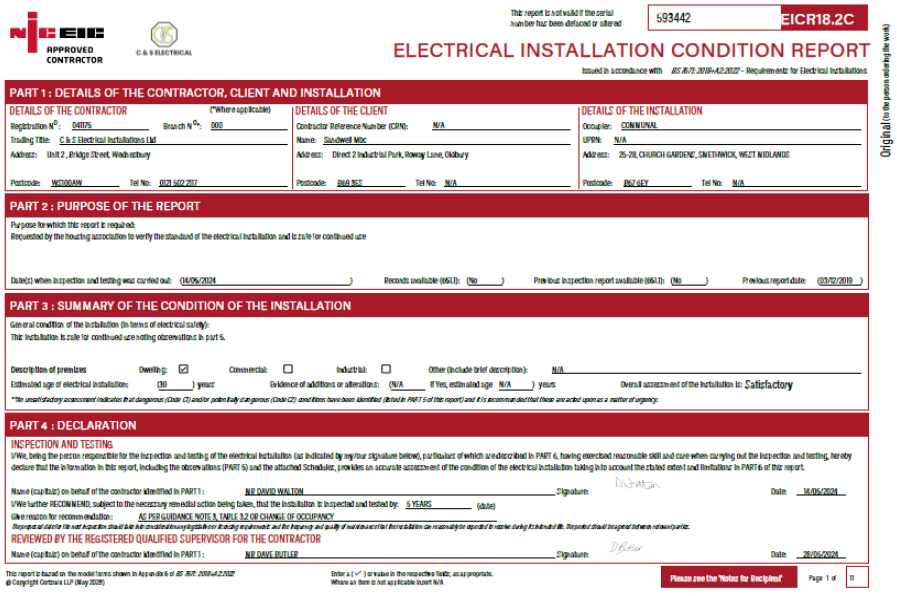
Sources of Ignition

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

2) Hot 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. It was noted that the last inspection was recorded as satisfactory and completed on 14/05/2024



This report is not valid if the serial number has been defaced or altered 593442 EICR18.2C

APPROVED CONTRACTOR

C & S ELECTRICAL

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671:2018+A2:2022 - Requirements for Electrical Installations

Original (to the person ordering the work)

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR (*Where applicable)
Registration N°: 041175 Branch N°: 000
Trading Title: C & S Electrical Installations Ltd
Address: Unit 2, Bridge Street, Wednesbury
Postcode: WS100AW Tel No: 0121 502 2117

DETAILS OF THE CLIENT
Contractor Reference Number (CRN): N/A
Name: Sandwell Mbc
Address: Direct 2 Industrial Park, Rowley Lane, Oldbury
Postcode: B69 3ES Tel No: N/A

DETAILS OF THE INSTALLATION
Occupier: COMMUNAL
UPRN: N/A
Address: 25-28, CHURCH GARDENS, SMETHWICK, WEST MIDLANDS
Postcode: B67 6EY Tel No: N/A

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required:
Requested by the housing association to verify the standard of the electrical installation and is safe for continued use

Date(s) when inspection and testing was carried out: (14/05/2024) Records available (6611): (No) Previous inspection report available (6611): (No) Previous report date: (03/12/2019)

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):
The installation is safe for continued use noting observations in part 5.

Description of premises Dwelling: ☑ Commercial: ☐ Industrial: ☐ Other (include brief description): N/A
Estimated age of electrical installation: (30) years Evidence of additions or alterations: (N/A) If Yes, estimated age (N/A) years Overall assessment of the installation is: Satisfactory

**An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified (listed in PART 5 of this report) and it is recommended that these are acted upon as a matter of urgency.*

PART 4 : DECLARATION

INSPECTION AND TESTING
I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), particulars of which are described in PART 6, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (PART 5) and the attached Schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 6 of this report.

Name (capitals) on behalf of the contractor identified in PART 1: MR DAVID WALTON Signature: Date: 14/05/2024
I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 5 YEARS (date)
Give reason for recommendation: AS PER GUIDANCE NOTE 3, TABLE 3.2 OR CHANGE OF OCCUPANCY
Recommended date for the next inspection should take into consideration any legislation or licensing requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. Repeated should be agreed between relevant parties.

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR
Name (capitals) on behalf of the contractor identified in PART 1: MR DAVE BUTLER Signature: Date: 28/05/2024

This report is based on the model forms shown in Appendix 6 of BS 7671:2018+A2:2022
© Copyright Certsure LLP (May 2020)
Enter a (✓) or value in the respective fields, as appropriate.
Where an item is not applicable insert N/A
Please see the 'Notes for Recipient'
Page 1 of 11

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. The gas supply is internal.

7) All electrical cabling within the communal corridors and protected escape routes is securely enclosed within metal trunking and metal conduits to prevent premature collapse in a fire metal enclosure.

Metal conduit and trunking, external power supply.

Section 15

Waste Control

1) There is no schedule on site to indicate that there is regular Cleaning Service to the premises. Regular checks by Caretakers are made to minimise risk of waste accumulation, this also includes out of hours service to remove bulk items.

2) Bins are located externally to the front and rear of the building, **the bins at the front are currently positioned up against the fabric of the building and near to flat entrance windows, it is recommended that these are to move to secure location approx. meters from the fabric of the building to limit the potential of fire risk.**

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 Fire Precautions

1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.

2) Restricted access to the premises by means of a door entry system.

3) There is no current evidence of arson.

4) The building's exterior perimeter is well lit, ensuring clear visibility at night. Illumination is provided by a combination of an external light fixture installed directly over the front entrance and supplemental borrowed light from nearby streetlamps. Together, these sources provide a sufficient and consistent level of light around the property

External light fitting

There has been no fire incident at Church Gardens 25 - 28 since the last Fire Risk Assessment.

Section 18

Storage Arrangements

- Communal areas must remain sterile
- No storage in stairways or corridors
- No LPG cylinders permitted

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

2) The tenancy conditions, Section 7 – Condition 5.6 stipulates "If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided. for your use."

3) No Flammable liquids stored on site by Caretakers / cleaners.

4) All store cupboards are kept locked. Storage cupboards for residents are on the 1st floor landing in between flats 27 and 28.

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

Section 19 Additional Control Measures. Fire Risk Assessment - Action Plan

Significant Findings

Action Plan

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

Trivial: ☒ Tolerable: ☐

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

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

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

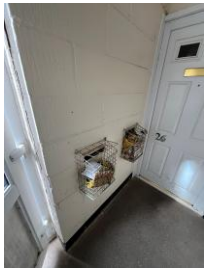
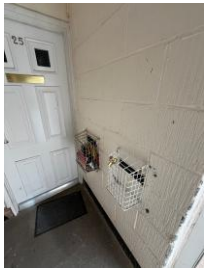
P4 Arrange and complete exceeding 6 months under programmed work

Fire Risk Assessment
Action Plan

Name of Premises or Location: Church Gardens 25 - 28

Date of Action Plan: 29th September 2026

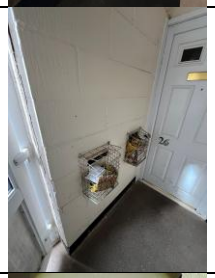
Review Date: September 2029

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/9	Accumulated amount of post in ground floor letterbox cages. Advise residents to clear cages of unwanted post.	 	P2	Within 1-3 Months Housing Team	

15/2	Engage with residents on positioning bins to the front of the perimeter fence.		P2	Within 1-3 Months Housing 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).

Recommendations/Observations	
It is recommended that emergency lighting accordance with BS 5266 to be installed on any future works program. Insufficient illumination for the 1st floor communal landing, outside flat entrances and stairs. Email sent to electrical team on 15/09/2026 Recommended that on any future works program that the lighting circuits be rewired to incorporate in sensors and emergency lighting.	
Combustible timber and UPVC cladding on the balcony front is recommended to be replaced with suitable non-combustible material on any future works to the building.	

The first floor lacks operable windows or dedicated natural ventilation systems, presenting a significant risk of smoke logging and compromised escape routes in the event of a fire. Recommended that on any future works to the building that this should be taken into consideration	
Letter box cages to be removed and cavity to be sealed up with suitable blanking plate or brickwork on any future works to the building	
Replace residents' storage cupboard doors with FD30s on any future works to the building	
Access was not possible to access the roof void located on the 1st floor landing.	

Fire Risk Assessor	Signed	Qualifications	Date
Mohammed Zafeer	M. Zafeer.	L4 Diploma	29/09/2026

Verified by	Signed	Qualifications	Date
J Blewitt		L4 Diploma	29/09/2026

Appendix 1

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

Name of property: Church Gardens 25 – 28

Updated: 07/04/2025

Premise Manager: (Housing Officer or Scheme Manager)

Tel. No.: 0121 569 7474

Hazard	Information/Comments
Asbestos	An asbestos survey has been undertaken of the communal areas. Survey held by Sandwell Housing Tel:-. **0121 569 7474** *Include survey*

Report No.:	J420733
Nature of Work:	Management Survey
Issue Date:	23/04/2025
Client Name:	Sandwell MBC (formerly Homes) Building Services, Direct 2 Trading Estate, Roway Lane, Oldbury, West Midlands, B69 3ES
UPRN:	BL10740CH33 1
Site Address:	25-28 Church Gardens, Smethwick, B67 6EZ

Order Placed By:	Dean Harding
Site Contact:	Communal
Date(s) of Work:	07/04/2025
Technical Manager:	D Ely CCP (Asbestos)
Assistant Surveyor(s):	Not Applicable

Lead Surveyor:

Jack Baldwin
Asbestos Surveyor

Authorised Signatory:

Louise Farmer
Technical Review Officer and Asbestos Consultant
23/04/2025

Non-accredited activities are present within this report.

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Halesowen, West Midlands
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Email: sales@bradley-enviro.co.uk

UKAS INSPECTION 291 UKAS TESTING 1155 UKATA PROFESSIONAL MEMBER atac