Fire Risk Assessment

Queens Close 85-100



Smethwick,

B67 7EA

Date of Inspection: 1st November 2026

Review Period: 3 years.

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

Verified By: C. Hill **Building Safety Manager**

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)

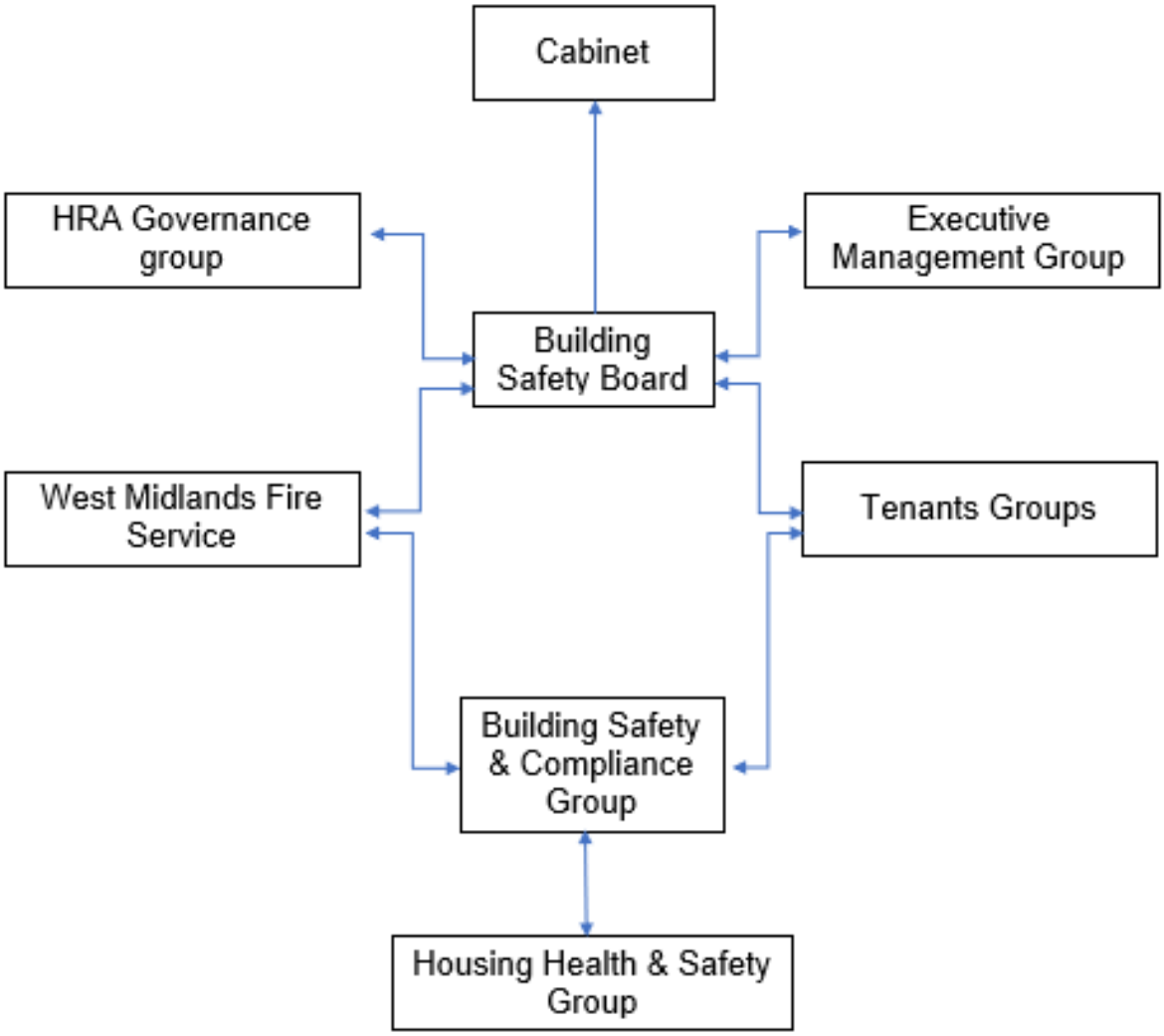
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring, and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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** **Construction & Walls:** Two-storey traditional brick facing with no external cladding **Roof & Trim: Flat roof** finished with a white uPVC/painted fascia and perimeter flashing; no overhanging edge **Windows & Infill Panels:** Replacement white uPVC double-glazed windows throughout (including louvred communal stairwell windows), with isolated white opaque spandrel/infill panels beneath selected windows. **Doors: Recessed** timber-framed and glazed communal entrance door with cream solid infill panels and intercom; white uPVC half-	Trivial

	glazed individual flat doors to the rear elevation. **External Features:** brick courtyard/bin-store screen walls, timber picket perimeter fencing, surface-mounted telecom/TV cabling, and external wheelie bin storage adjacent to the front screen walls.	
Section 7	**Means of Escape from Fire** Each block consists of a single staircase that provides sufficient means of escape to all flats on the 1st floor Door access control units in the blocks are installed clear from escape routes Natural smoke ventilation in communal stairwells by means of openable windows and louvered vents Clear and safe exit out of the building via the ground floor exits. Final front exit doors are accessed using push button over ride system • Block 93 - 96 Items placed outside flat under stairs, headboard placed on the means of escape, *email has been sent to caretaking team regarding removal*. • Escape lighting on the ground floor to each block of flats is poor, especially outside flat entrances, *email sent to electrical teams to assess.*	Tolerable
Section 8	**Fire Detection and Alarm Systems** Fire detection within sampled flats is installed to a minimum LD3 standard.	Trivial

	Flat sampled Flat 95 - Detectors in Hall, landing, kitchen, - **LD2**	
Section 9	**Emergency Lighting** The premises has no sufficient emergency / escape lighting system. Block is supplemented by borrowed street lighting through the glazed window unit installed in the former drying area on the 1st floor, this provides sufficient levels of illumination to facilitate a safe means of escape.	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. • Flat 95 gap on either side of the door internal leaf) exceeds threshold Timber & Georgian glazed door separating communal drying are and means of escape	Tolerable
Section 11	**Fire Fighting Access & Equipment** Nearest fire station is Smethwick. Fire Hydrant location is unknown	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 31/02/2022 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 securely in an external store at the front of each block	Trivial
Section 16	**Control and Supervision of Contractors and Visitors** Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
Section 17	**Arson Prevention** A door entry system prevents unauthorised access. Perimeter lighting is in place above all entrances	Trivial
Section 18	**Storage Arrangements** 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

Queens Close 85 -100
Smethwick
B67 6EA

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 a low potential life safety risk from fire; however, while composite FD30s fire-rated doors are installed at flat entrances, a sample inspection of flat 95 showed that the self-closing devices functioned as they should from both test angles of 15 and 90 degrees

Risk is partially mitigated by localized LD3-standard smoke detection within each flat and proactive communal housekeeping to eliminate fire load, though compliance is compromised by combustible items currently stored outside resident flats and within communal areas in block 93 -96. Furthermore, although the building lacks an Automatic Opening Vent (AOV) system, smoke logging within communal escape routes is slightly reduced due to the stairwells vented by a means of openable windows and louvered vents in the former drying area, however with the installation of communal door in-between marginalised on how much veneration is actually administered. It has been actioned that these doors be fitted with combined intumescent and smoke seals to mitigate any risk of smoke leakage and fire spread.

These escape routes currently benefit from illumination via conventional and borrowed street lighting, however the illumination to all ground floor flats is below the required amount needed, this has been raised with electrical to assess and make correct. Final exit doors feature a push button door release 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.

(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:

a) all buildings in England that are high rise residential buildings, that is, buildings containing two or more sets of domestic premises (multi residential) that are at least 18 meters above ground level or have 7 storeys), and

b) all multi- residential buildings more than 11 metres in height above ground level (typically a building height of 5 storeys or more) that have simultaneous evacuation strategies in place.

These regulation places 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:

<table>
<tr><td colspan="3">Chief Executive
Shokat Lal</td></tr>
<tr><td colspan="3">Executive Director Asset Manager & Improvement
Alan Lunt</td></tr>
<tr><td colspan="3">Assistant Director Asset Management & Improvement
Sarah Agar</td></tr>
<tr><td colspan="3">Head of Building Safety & Compliance
Jon Hemming</td></tr>
<tr><td colspan="3">Building & Fire Safety Team Manager
Tony Thompson</td></tr>
<tr><td colspan="3">Team Lead Fire Safety
Jason Blewitt</td></tr>
<tr><td colspan="3">Team Lead Building Safety
Anthony Smith</td></tr>
<tr><td colspan="3">Housing Office Manager
Lisa Ellis</td></tr>
<tr><td>Building Safety Managers
Adrian Jones
Andrew Froggatt
Carl Hill
Craig Hudson
Louis Conway</td><td>Fire Risk Assessors
Mohammed Zafeer
Stuart Henley
Ethan Somaiya</td><td>Resident Engagement Officers – Fire Safety
Abdulmonim Khan
Hannah Russon</td></tr>
</table>

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

Queens Close 85 -100
Smethwick
B67 6EA

Description of the Property

Constructed circa 1971, this low-rise residential development comprises four two-storey blocks containing 16 self-contained flats in total. Ground-floor flats benefit from direct external exits to the rear of the properties, in addition to access via the main communal final exits. Upper-floor flats are served by a single front entrance leading to a communal escape staircase.





Ground floor flats – 86,88,90,92,94,96,98,100
1st floor flats – 85,87,89,91,93,95,97,99

Each of the four blocks features a single ground-floor communal entrance controlled by an electronic fob system, a standard firefighter's switch, and a drop latch, which opens directly to a central staircase providing the sole means of access and escape for the first-floor flats

Central staircase to 1st floor flats








Door access control to each of the 4 blocks



Firefighters override switch

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.



Nearest Fire station is Smethwick Fire Station, which is 1.3 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 storeys
Height to the highest habitable floor (1st-floor finished floor level) Height to the top of the roof (parapet/fascia level)	2.7 m to 2.85 m (approx. 8 ft 10 in – 9 ft 4 in) 5.5 m to 5.8 m (approx. 18 ft – 19 ft)
Approximate floor area	512.52 m² (5,516.72 ft²)
Date of Construction	Circa 1971
Construction Type	Concrete and brick
Last Refurbished	Unknown
External Cladding	No
Number of Lifts	No
Number of Staircases	4, 1 per block
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	No
Access to Roof void	No
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

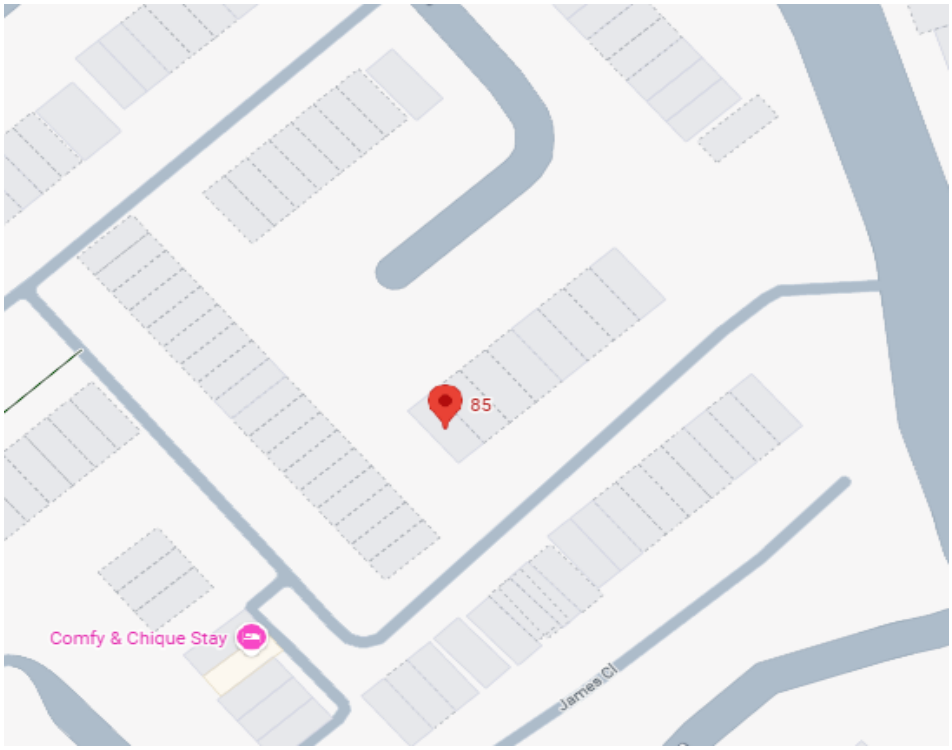
Persons at Risk

Residents / Occupants of 16 of 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 165 -193 Stanhope Road present an acceptable level of risk to fire.

1) **Primary External Walls:** The external walls are of traditional masonry construction, finished with a red facing brick façade





Spandrel / UPVC Infill Panels: Distinct white UPVC infill panels are integrated vertically within or below the window openings on both floors. Spandrel panelling is installed on the side section on the front entrance doors.





Windows & Openings: Openings consist of uPVC-framed windows fitted with double-glazed glazing units




Communal & Private Entrances: Main communal access doors are timber or metal-framed with integral glazing units and electronic access control.






Roof Configuration: The block features a flat roof design bordered by a distinct concrete coping/parapet edge along the top perimeter. *FRA Note: The exact roof covering membrane (e.g., built-up felt, asphalt, or EPDM* Ethylene Propylene Diene Monomer) *is not visible from ground level.*




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

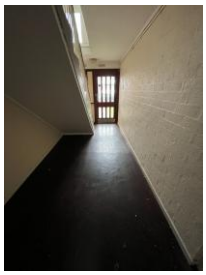
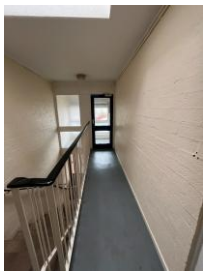
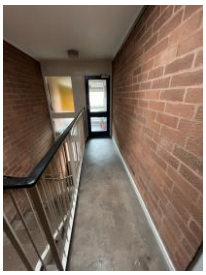
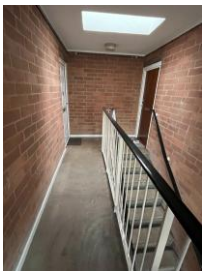
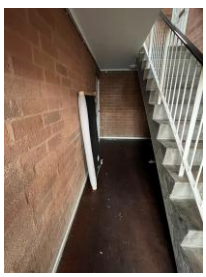
1) Each flat is equipped with, as a minimum LD3 fire detection to facilitate means of escape and provide sufficient response time.

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





3) All ground and first-floor corridors and landings are generally kept clear. However, items have been left in the ground-floor communal corridor of block 93–96, *email has been sent to Caretaking Team on the 10/11/2026 regarding the removal of items.*


4) 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.



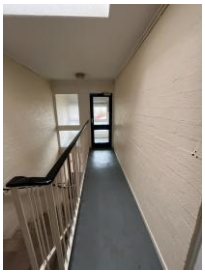
5) Each block at 85 –100 Queens Close features a single, unobstructed staircase located at the entrance, providing a safe and sufficient means of escape for all first-floor flats. The stairs maintain a clear width of 940–947 mm (measured from handrail to wall), ensuring an unimpeded evacuation route.





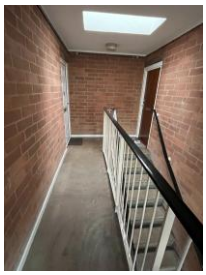
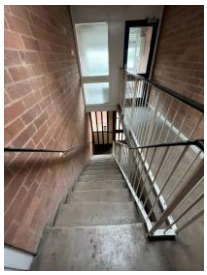
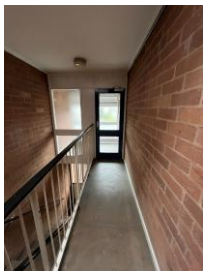
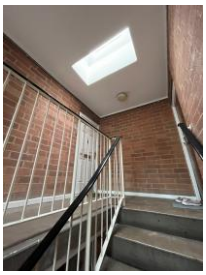
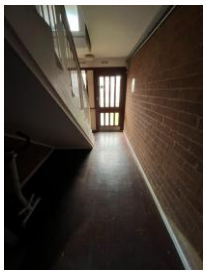


6) To each of the blocks, natural ventilation within the communal landing on the 1st floor is provided via dedicated openable windows and louvered vents located on each landing. However, because these vents are situated within a former drying area that has been separated from the main communal corridor by a door, the overall effectiveness of this ventilation and its ability to mitigate smoke logging cannot be verified.



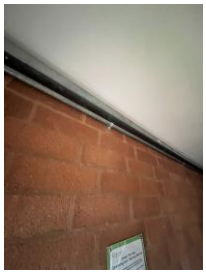
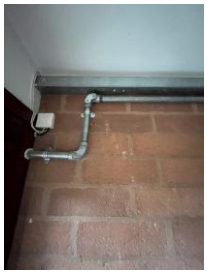


7) The block lacks a dedicated emergency escape lighting system. Instead, escape route illumination relies entirely on standard communal lighting units across the ground floor, first floor, and stairwell. This artificial lighting is supplemented by natural borrowing through a stairwell skylight and corridor windows for the first floor. **While the combined illumination is currently deemed sufficient to facilitate a safe evacuation, the ground floor flats suffer from insufficient illumination, the absence of emergency backup lighting must be reviewed against relevant standards.** *Email to the electrical team has been sent on the 02/11/2026, regarding insufficient lighting to the ground floor escape route*



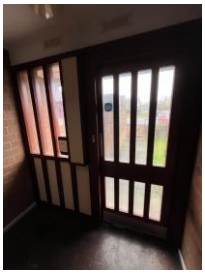
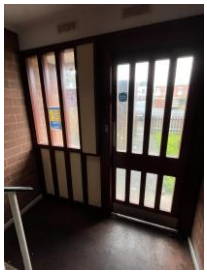
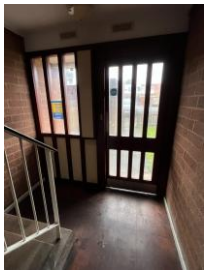
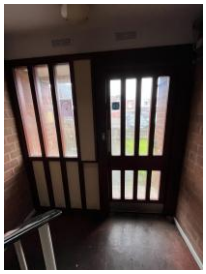

8) Vast majority of electrical cabling within the communal corridors and escape routes are securely enclosed within metal trunking and metal conduits to prevent premature collapse in a fire.

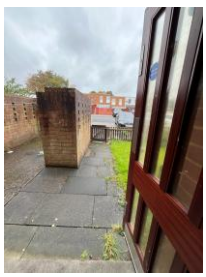

10) An electrical meter enclosure is located outside flat 90 on the ground floor this unit is only present at block 89 – 92 and does impact the means of escape.




12)There is a clear and safe exit out of each block via the ground floor exits. The final front exit doors are accessed using door release push buttons.


13) The route out of each block to ultimate safety is clear from final exit doors.



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.

   Sample of flats taken from SMBC's Job Manager system

   Flat 94 - Detectors in Hall, kitchen, living room - **LD2**
   Flat 98 - Detectors in Hall, living room - **LD2**
   Flat 89 - Detectors in Hall, living room - **LD2**

   Flat 95 was physically checked while carrying out the fire risk assessment.

   Flat 95 - Detectors in Hall, 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 has no dedicated emergency lighting system, standard lighting units are situated throughout the communal stairwell, internal landings, on the ground and 1st floors. These units, supplemented by borrowed street lighting through windows and skylights on the landing, provide sufficient levels of illumination to facilitate a safe means of escape. It is recommended that emergency light should be installed in accordance with new BS 5266 -1 on any future works to the block, the new BS 5266 -1 now explicitly bans the reliance on borrowed lighting.

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 horizontal 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 generally 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. Flat 86 is timber flush FD30s and not a certified fire door.



Sample of FD30s flats entrance doors externally



Confirmation of FD30S certified fire door at flat 95

Address	Front Door Type	Glazed / Not Glazed
85 Queens Close;Smethwick;West Midlands;;	Composite	Not Glazed
85-100 Queens Close;Smethwick;West Midlands;;	Intentionally Blank	
86 Queens Close;Smethwick;West Midlands;;	Timber Door FD30s	Not Glazed
87 Queens Close;Smethwick;West Midlands;;	Composite	Not Glazed
88 Queens Close;Smethwick;West Midlands;;	Composite	Glazed
89 Queens Close;Smethwick;West Midlands;;	Composite	Glazed
90 Queens Close;Smethwick;West Midlands;;	Composite	Glazed
91 Queens Close;Smethwick;West Midlands;;	Composite	Glazed
92 Queens Close;Smethwick;West Midlands;;	Composite	Glazed
93 Queens Close;Smethwick;West Midlands;;	Composite	Glazed
94 Queens Close;Smethwick;West Midlands;;	Composite	Not Glazed
95 Queens Close;Smethwick;West Midlands;;	Composite	Glazed
96 Queens Close;Smethwick;West Midlands;;	Composite	Not Glazed
97 Queens Close;Smethwick;West Midlands;;	Composite	Not Glazed
98 Queens Close;Smethwick;West Midlands;;	Shelforce	Not Glazed
99 Queens Close;Smethwick;West Midlands;;	Composite	Not Glazed

List of all flat doors from Sandwell's Managements System

10) Access was gained to a representative 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.

11) The self-closing devices on the entrance doors of Flats were subjected to operational testing. When released from various opening angles, door sampled, devices functioned in accordance with their design specifications, successfully returning the doors to the fully closed position



12) Flat 95 was assessed for operation of self-closing device and gaps between the internal leaf of the door and the frame, self-closing device allows the door to auto close, but travel is aggressive, gap on the internal leaf of the doors exceed the 4mm threshold.





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.

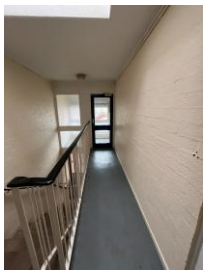
Upgraded notional fire door – A notional fire door that has been upgraded. For example, with intumescent strips and cold smoke seals.

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.

13) Timber fire doors fitted with Georgian wired glazing are installed at the end of the first-floor corridor, providing compartmentation between the communal drying areas and the two residential flats. Although the doors are equipped with self-closing devices, the adjoining area is kept clear of combustible materials (sterile) and is therefore classified as low risk




Section 11

Fire Fighting Access & Equipment

- Hydrant location and map
- Location of nearest fire station and distance

Nearest Fire station to Queens Close 85 -100 is Smethwick Fire Station which is 0.4miles via Green Street and Queens Close.

At present location of Hydrant is not known, however WMFS have locations of hydrants near to Queens Close.

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) No fire doors are installed within the premises; consequently, mandatory fire door signage is not 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) The fire risk assessment has been completed by a Fire Risk Assessor holding a Level 4 Diploma in Fire Risk Assessment. The assessment has been undertaken in accordance with current fire safety legislation, guidance, and recognised industry standards.

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

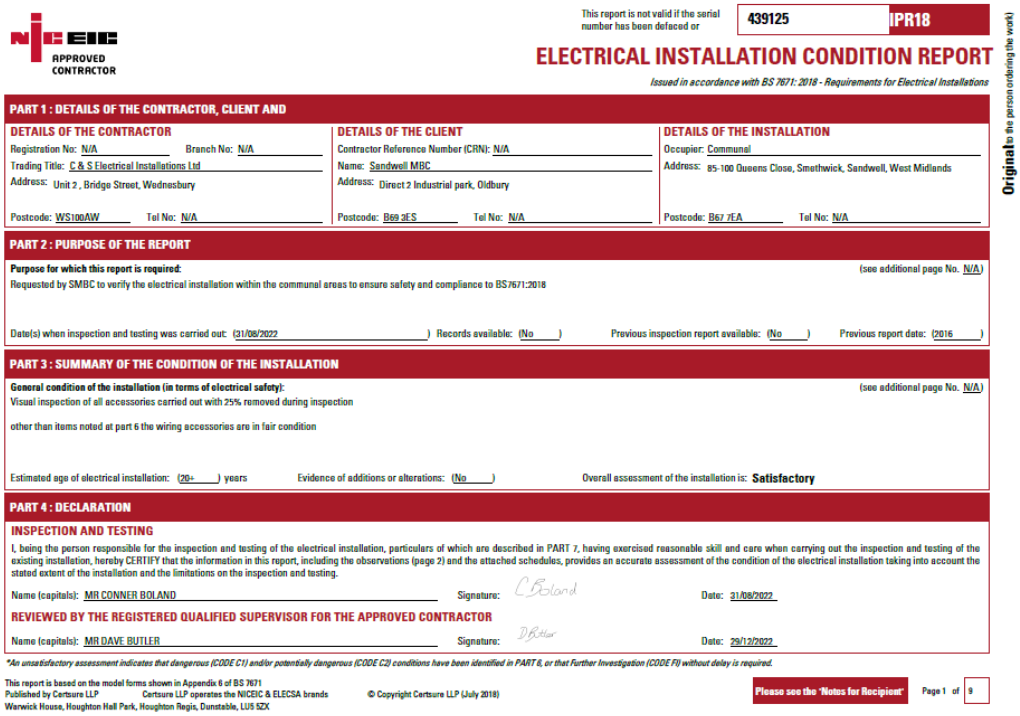
Section 14 Sources of Ignition

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 31/02/2022



NICEIC APPROVED CONTRACTOR

This report is not valid if the serial number has been defaced or 439125 IPR18

ELECTRICAL INSTALLATION CONDITION REPORT

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

Original to the person ordering the work

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND

DETAILS OF THE CONTRACTOR
Registration No: N/A Branch No: N/A
Trading Title: C & S Electrical Installations Ltd
Address: Unit 2 , Bridge Street, Wednesbury
Postcode: WS100AW Tel No: N/A

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

DETAILS OF THE INSTALLATION
Occupier: Communal
Address: 85-100 Queens Close, Smethwick, Sandwell, West Midlands
Postcode: B67 7EA Tel No: N/A

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required: (see additional page No. N/A)
Requested by SMBC to verify the electrical installation within the communal areas to ensure safety and compliance to BS7671:2018

Date(s) when inspection and testing was carried out: (31/08/2022) Records available: (No) Previous inspection report available: (No) Previous report date: (2016)

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety): (see additional page No. N/A)
Visual inspection of all accessories carried out with 25% removed during inspection

other than items noted at part 6 the wiring accessories are in fair condition

Estimated age of electrical installation: (20+) years Evidence of additions or alterations: (No) Overall assessment of the installation is: **Satisfactory**

PART 4 : DECLARATION

INSPECTION AND TESTING

I, being the person responsible for the inspection and testing of the electrical installation, particulars of which are described in PART 7, having exercised reasonable skill and care when carrying out the inspection and testing of the existing installation, hereby CERTIFY that the information in this report, including the observations (page 2) and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations on the inspection and testing.

Name (capitals): MR CONNER BOLAND Signature: C Boland Date: 31/08/2022

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE APPROVED CONTRACTOR

Name (capitals): MR DAVE BUTLER Signature: D Butler Date: 29/12/2022

**An unsatisfactory assessment indicates that dangerous (CODE C1) and/or potentially dangerous (CODE C2) conditions have been identified in PART 6, or that Further Investigation (CODE FI) without delay is required.*

This report is based on the model forms shown in Appendix 6 of BS 7671
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Warwick House, Houghton Hall Park, Houghton Regis, Dunstable, LU5 5ZX
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Please see the 'Notes for Recipient' Page 1 of 9

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) Electrical Installations & Access Control: A surface-mounted electrical supply unit is located externally to Flat 90 (within Block 89–92), which serves all accompanying blocks in the development. Furthermore, all communal door access control units are housed within a secure metal enclosure situated in the first-floor drying areas





Section 15

Waste Control

1) There is a regular Cleaning Service to the premises. Regular checks by Caretakers minimise risk of waste accumulation, this also includes out of hours service to remove bulk items




2) Bins are located externally within a brick compound to the front of each of the 4 block next to the main entrance. Refuse containers emptied regularly






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.





Last fire incident at 85 -100 Queens Close was on the 01/12/2024

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) There are no storage cupboards internally or externally.

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

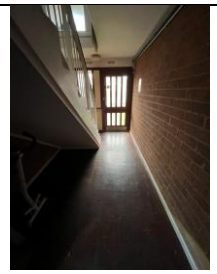
Name of Premises or Location: Queens Close 85 - 100

Date of Action Plan: 16th November 2026

Review Date: November 2029

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
10/12	Flat 95, self-closing device speed is aggressive, gaps on internal door leaf exceed threshold, assess and make correct.	 	P2	Within 1-3 Months Fire Rapid Response	

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	
Gound floor outside flat entrance and communal escape route to all four blocks lack the required amount of illumination to aid safe evacuation, this has been forwarded to the electrical team to assess and make correct subject to electrical circuits configuration.	  

Officer:	Signed:	Contact Details:	Qualifications:	Date:
Mohammed Zafeer	M.Zafeer.	0121 569 7474	L4 Diploma in FRA	16/11/2026

Verified:	Signed:	Contact Details:	Qualifications:	Date:
Carl Hill		07436 054467	L4 Diploma in FRA	16/11/2026

FRA Actions audited by:	Signed:	Contact Details:	Qualifications:	Date:
Jason Blewitt		0121 569 7474	L4 Diploma in FRA	19/11/2026

Appendix 1

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

Name of property: Queens Close 85 -100

Updated: 08/08/2025

Premise Manager: Lisa Ellis

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.:	J420781
Nature of Work:	Management Survey
Issue Date:	08/08/2025
Client Name:	Sandwell MBC (formerly Homes) Building Services, Direct 2 Trading Estate, Roway Lane, Oldbury, West Midlands, B69 3ES
UPRN:	BL39920QU03 1
Site Address:	85-100 Queens Close, Smethwick, B67 7EA



Order Placed By:	Jon Hemming
Site Contact:	Site Manager
Date(s) of Work:	24/07/2025
Technical Manager:	D Ely CCP (Asbestos)
Assistant Surveyor(s):	Not Applicable

Lead Surveyor:

Jack France
Asbestos Surveyor

Authorised Signatory:

Louise Farmer
Technical Review Officer and Asbestos Consultant
08/08/2025

Non-accredited activities are present within this report.

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B63 3US
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UKAS INSPECTION 291 UKAS TESTING 1155 UKATA PROFESSIONAL MEMBER atac