Fire Risk Assessment

14-35
Applewood Grove

Cradley Heath,
B64 6EW.

Date Completed: 20/06/2025.

Officer: C. Hill **Building Safety Manager**

Checked By: A. Jones **Building Safety Manager**

Current Risk Rating = Tolerable

Sandwell
Metropolitan Borough Council

Subsequent reviews

Review date	Officer	Comments

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Section 0 Introduction

The Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article *9. — (1) "The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order*".

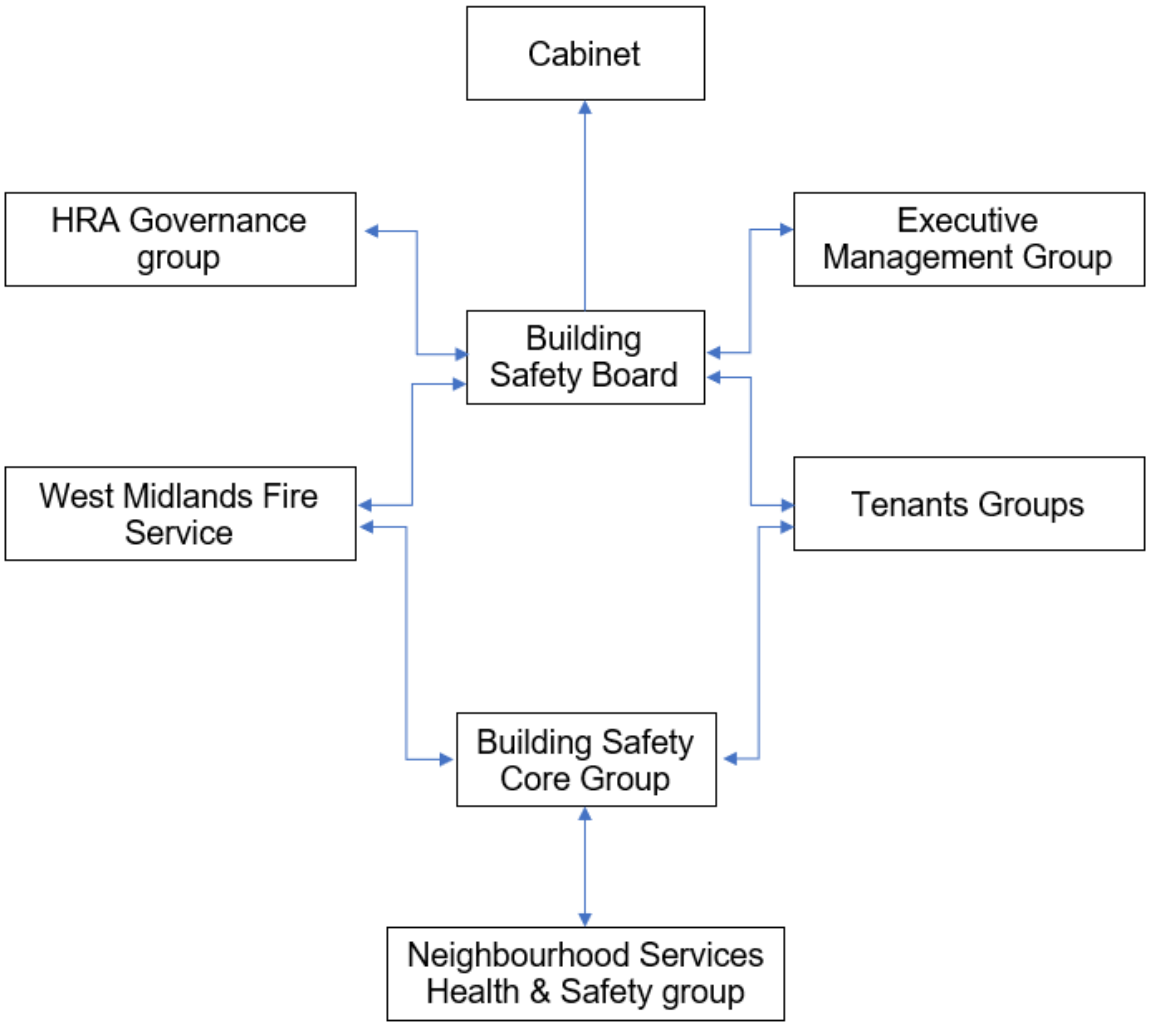
This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on https://www.wmfs.net/our-services/fire-safety/#reportfiresafety.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

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

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

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

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



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

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

Section 1 Significant findings

The significant findings (executive summary) of the fire risk assessment include those measures that have been or will be undertaken by the responsible person in order to comply with the RR(FS)O 2005.
Groups of people especially at risk of fire include such people as remote or lone workers, at risk due to layout of the building, visitors, and contractors unfamiliar with the building layout as well as those with physical, sensory, or mental health issues.

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

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

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

Section number	Section Area	Individual Risk Level
Section 6	**External Envelope** Each elevation of the building comprises of traditional brick masonry. Externally three sides of the building have bay windows from the 1st floor. Constructed with a timber frame clad with UPVC cladding. Exterior doors to lift motor room are timber. Individual flat windows and those to communal areas are UPVC double glazed units.	Trivial

Section 7	**Means of Escape from Fire** The premise has one staircase. The office and ground floor flats have independent final exits. AOV fault has been assessed by contractor.	Trivial
Section 8	**Fire Detection and Alarm Systems** LD1 detection to flats. L3 alarm system to offices. Kitchen and common areas. Confirmation of 6-monthly testing to fire alarm and fire shutters required.	Tolerable
Section 9	**Emergency Lighting** The premise has sufficient emergency/ escape lighting system in accordance with BS 5266.	Trivial
Section 10	**Compartmentation** The block has sufficient compartmentation between dwellings and office.	Trivial
Section 11	**Fire Fighting Equipment** Extinguishers are located within office area and lift motor room. Fire blanket in the staff kitchen.	Trivial

Section 12	**Fire Signage** Appropriate signage is in place. Fire Action notices have been updated. Fire Assembly point signage required.	Tolerable
Section 13	**Employee Training** All staff receive basic fire safety awareness training.	Trivial
Section 14	**Sources of Ignition** The fixed electric tests should be completed every 5 years and was last completed on 01/042025. Several C3 & F1 recommendations are managed by the electrical team.	Trivial
Section 15	**Waste Control** Regular checks by Caretakers minimise risk of waste accumulation.	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. There are no signs of arson within the building or grounds.	Trivial

Section 18	**Storage Arrangements** Residents instructed not to bring L.P.G cylinders into block. There are no storage facilities for residents within the communal areas.	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 ☐ Medium ☒ High ☐

In this context, a definition of the above terms is as follows:

Low	Unusually low likelihood of fire because of negligible potential sources of ignition.
Medium	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
High	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Considering the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

In this context, a definition of the above terms is as follows:

Slight harm	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
Moderate harm	Outbreak of fire could foreseeably result in injury including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
Extreme harm	Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

In conclusion, the likelihood of a fire is at a low level of risk based on findings of the fire risk assessment.

After considering the use of the premise and the occupants within the building, the consequences for life safety in the event of a fire would be slight harm. This is due to there being a Stay Put Unless policy for those in flats, sufficient compartmentation to include FD30s fire rated doors to flat entrances, FD60s to service cupboards & FD30s to communal doors, combined with suitable smoke / heat detection to LD1 standard within flats. The office area has an L3 fire alarm system which is tested weekly and regular fire evacuation drills of the staffed areas are being conducted.

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

A suitable risk-based control plan (where applicable) should involve effort and urgency that is proportional to risk. The following risk- based control plan is based on one that has been advocated for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional fire precautions are required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

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

Section 2

People at Significant Risk of Fire

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

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

Sandwell Council is currently writing a policy and procedures for Personal Emergency Evacuation Plans (PEEPs). This is based on tenants identifying themselves as requiring a PEEP. This will be reliant on the outcomes of the government consultation which is yet to be published.

Where this is known and PEEPs have been completed, it will be captured in this fire risk assessment along with any building layout or working practices placing people at significant risk of fire.

Section 3 Contact Details

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

The Chief Executive has put a structure in place to support the management of the site. This includes the role of Building Safety Manager who has duties as defined within the Regulatory Reform (Fire Safety) Order 2005.

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

Chief Executive Shokat Lal		
Executive Director Asset Manager & Improvement Alan Lunt		
Assistant Director Asset Management & Improvement Sarah Agar		
Fire Safety Manager Tony Thompson		
Team Lead Fire Safety Jason Blewitt		
Team Lead Building Safety Anthony Smith		
Premise Manager Glyn Parton		
Building Safety Managers Adrian Jones Andrew Froggatt Carl Hill Louis Conway	**Fire Risk Assessors** Mohammed Zafeer Vacancy Vacancy	**Resident Engagement Officers – Fire Safety** Abdulmonim Khan Ethan Somaiya Hannah Russon

Please note, the above details are correct at the time of the production of the risk assessment and may be subject to change.

Section 4

Description of Premises

14-35 Applewood Grove
Cradley Heath
B64 6EW

Description of the Property

This low-rise block was originally constructed in the 1960s utilising a concrete frame with brick work infill panels type construction.

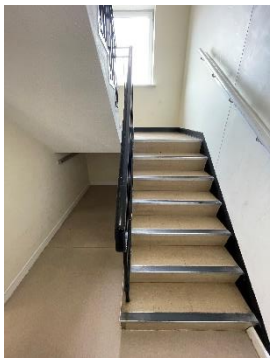
The block consists of 4 storeys inclusive of the ground floor and was originally constructed for general housing needs as flats, before being converted into a business and enterprise centre.

In 2019 planning permission was granted to convert the building into its current purpose, to provide emergency accommodation for single homeless people or families.

The building now contains 21 flats over 4 floors. The ground floor has 3 number 3 bed dwellings. Each of the floors from the first floor upwards contains 6 number single bed dwellings.

The ground floor also contains 2 x offices, a service cupboard, a kitchen, and a toilet/shower room.

A single protected staircase serves each floor and there is one lift car (hydraulic powered) also serving all floors.




The hydraulic lift equipment is located in a room accessed from outside adjacent the main entrance.

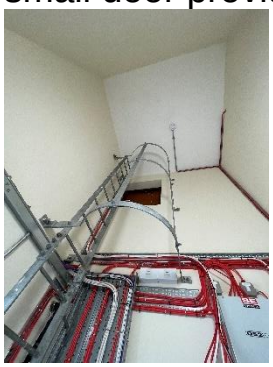

The block has a main entrance to the front elevation, rear exits from each ground floor flat and a further exit at the side of the office. The main entrance has an entry control system with firefighter override.



Access to each lobby door on floors 1 – 3 is controlled by a door entry / fob system. Tenants can only access the floor their flat is located on.


There is a central atrium around which the flats are positioned. The atrium is separated by 30-minutes fire resistance with two diagrammatically opposite vents for the corridors to vent into. There is then sufficient venting at the atrium roof to almost match the atrium horizontal cross-sectional area.


Access to the roof is via the 3rd floor electric cupboard where a further small door provides access out on to the roof.



Externally, the sides and rear of the building have bay windows from the ground floor up. The bays are timber frame clad construction with UPVC cladding. It is understood that there is a superlux board under the plasterboard at the head of each window. Any future works programme should consider replacing with non-combustible cladding.


The building is staffed 09:30 – 17:00 Monday, Tuesday & Wednesdays only. Because the building provides emergency accommodation, the occupancy figure (tenants) can be variable.

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	4
Date of Construction	Circa 1960's
Construction Type	Traditional masonry cavity, timber joists covered with Stramit board.
Last Refurbished	2021
External Cladding	Yes- Partial UPVC Shiplap
Number of Lifts	One
Number of Staircases	One
Automatic Smoke Ventilation to communal area	Yes
Fire Alarm System	Yes
Refuse Chute	No.
Access to Roof	Access from 3rd floor electric cupboard then up vertical ladder to a short access door.
Equipment on roof (e.g. mobile phone station etc)	No

Persons at Risk

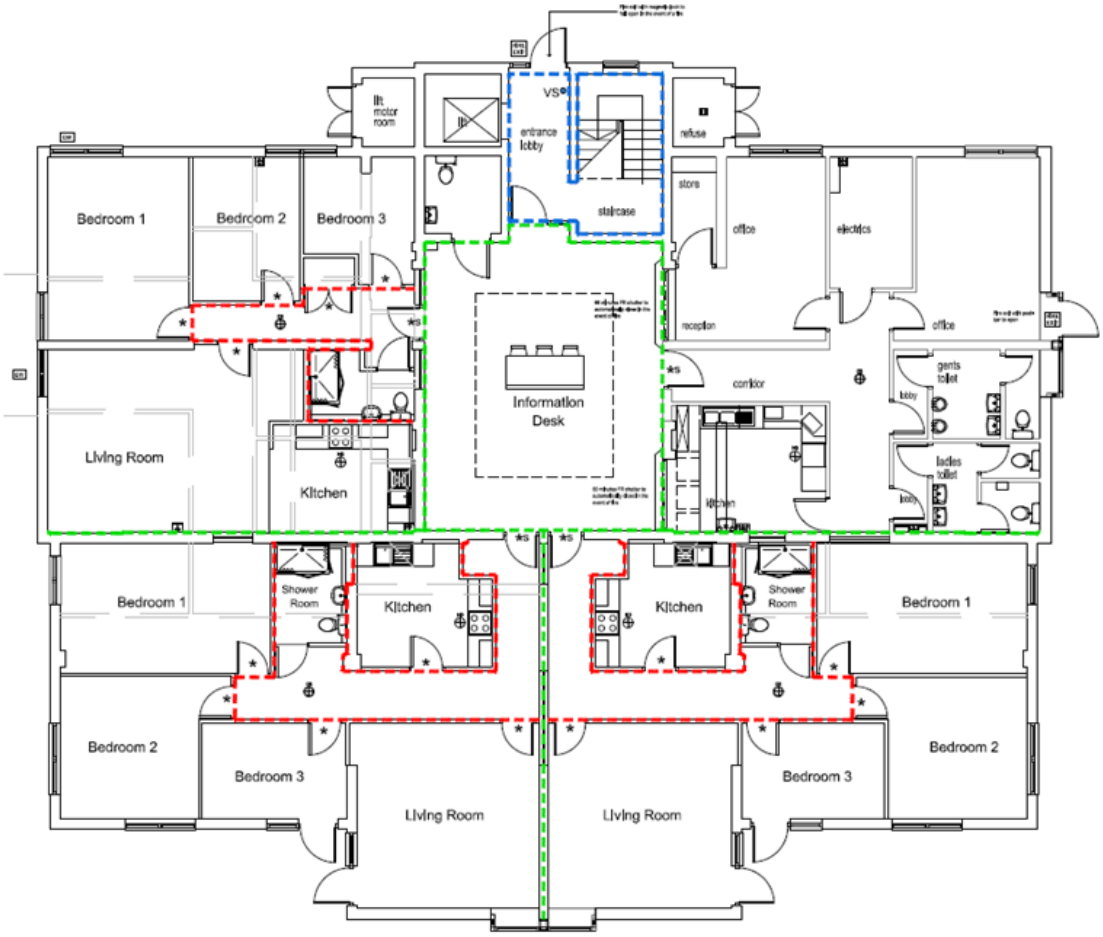
Residents / Occupants of 21 flats,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

Building Plan

General typical floor layouts showing horizontal lines of compartmentation.

Ground Floor

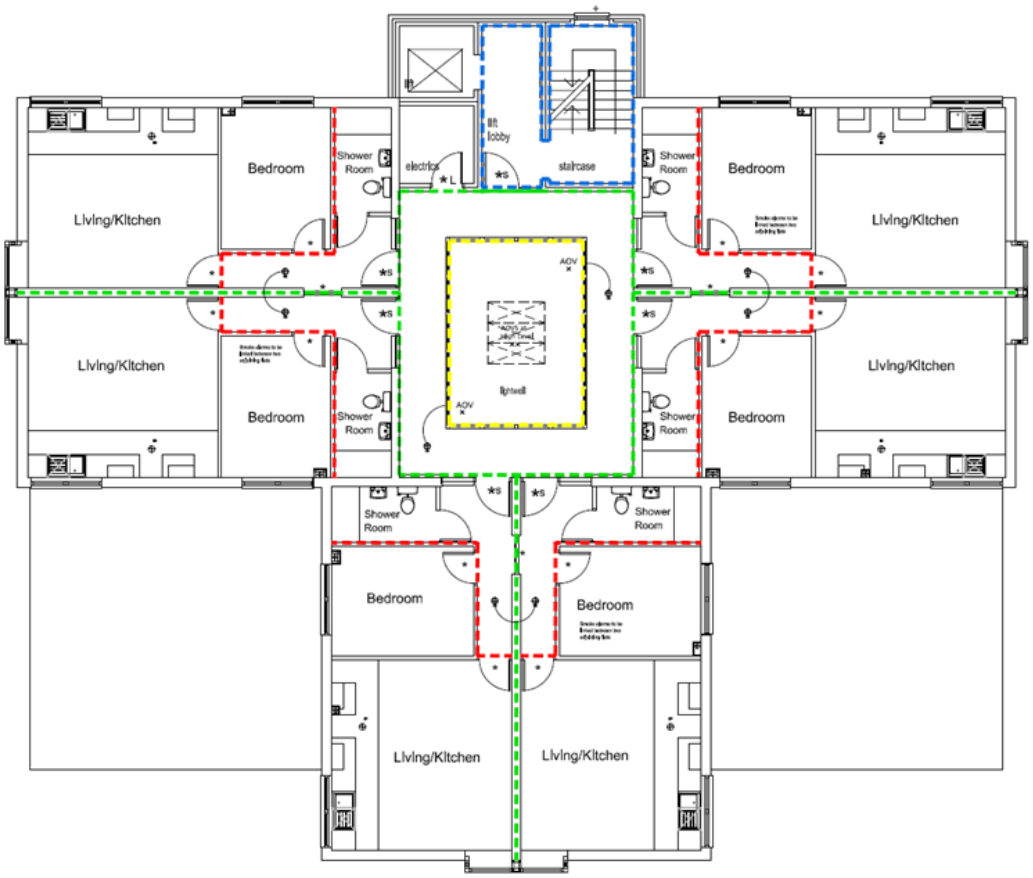


minimum 60 minutes fire resistance around staircase

minimum 60 minutes fire resistance around flats (excluding external walls)

minimum 30 minutes fire resistance within flat

Upper Floors



Section 6

External envelope

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

A breakdown of the materials present within the external envelope has been listed below. It is deemed that these materials or their combination of or application present an acceptable level of fire risk.

The exterior of the building is predominately traditional brick construction. Partial UPVC shiplap cladding is present.

At the time of writing the use of such cladding to residential building of less than 11m in height is compliant in accordance with Approved Document B Fire Safety, where a building is 1000mm or more from the relevant boundary.

1. The exterior of the building is predominately brick clad with partial UPVC cladding. As part of any future refurbishment programme consideration should be given to replacing the UPVC cladding with non-combustible cladding.


2. Windows to the individual flats are UPVC double glazed units.

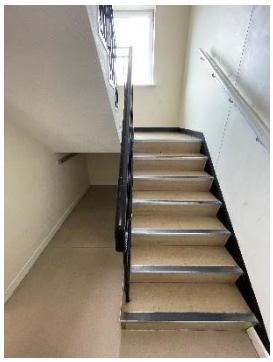
3. Windows to the communal stairwells are UPVC double glazed units.

4. Doors to the lift motor room are of timber construction.

Section 7

Means of Escape from Fire

1) The premises has a single staircase of 980mm width that provides the means of escape.

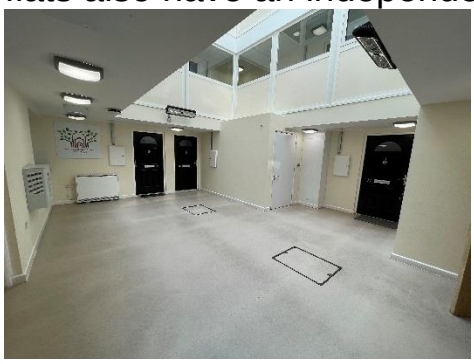



2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.

3) The furthest travel distance from a flat is just over 9 meters. However, there is the ability to go either side of the atrium.



At ground floor the travel distance is just over 6 meters, but these flats also have an independent rear exit.



4) None of the corridors that form part of the means of escape are dead ends.

5) The means of escape are protected to prevent the spread of fire and smoke.

6) The communal landing/staircases are protected by use of FD30s doors with vision panels. The doors are opened in the direction of escape utilising a levered handle.


7) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their regular checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).

8) The main entrance door and each floor level lobby door have door entry systems installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building and or area.

9) Automatic smoke ventilation is employed, both to the staircase and the flat lobbies. There are two automatic opening vents diagrammatically opposite in the flat corridor that vent into the atrium which vents from the roof. There is also an automatic opening vent at the head of the staircase. These are tested, inspected, and maintained by a competent procured contractor in accordance with BS7346. The frequency for the maintenance checks is twice per year (April and October) of each calendar year.


10) There are controls for the ventilation system for use by the fire service and a master reset key switch in the entrance lobby. The system displayed a fault light which has been reported to the responsible contractor. An update has been requested from the contractor, once received this FRA will be updated.

11) Communal windows can be opened without the use of a key and have restrictor devices fitted.

12) The Communal areas are kept free of flammable items. The communal areas are checked daily by the cleaner and all items of rubbish are removed immediately.

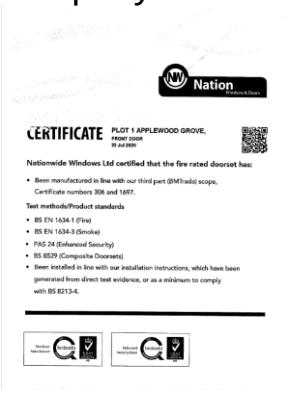
13) Emergency lighting is provided to communal landings and stairs. The system performs continual self-testing which is relayed to the installer.

14) The surface coatings to the communal areas are believed to be Class O rated.

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

16) The fire exit door from the ground floor offices is operated by a push bar system.

17) Individual flat doors are FD30s rated. The design is ‘Neuma’ an FD30s composite door set manufactured and installed by Nationwide Windows and Doors. A BM Trada Q-mark registered company.



CERTIFICATE PLOT 1 APPLEWOOD GROVE, FRONT DOOR

Nationwide Windows Ltd certified that the fire rated doorset has:

- Been manufactured in line with our third part (BMTrada) scope, Certificate numbers 306 and 1697.

Test methods/Product standards

- BS EN 1634-1 (Fire)
- BS EN 1634-3 (Smoke)
- PAS 24 (Enhanced Security)
- BS 8529 (Composite Doorsets)
- Been installed in line with our installation instructions, which have been generated from direct test evidence, or as a minimum to comply with BS 8213-4.

Section 8

Fire Detection and Alarm Systems

1) Early warning is limited to hard wired detectors within each of the resident's flats. The equipment is subjected to a cyclical test. The images below were taken in flat.

2) Based on the previous fire risk assessment the smoke alarms within resident's flats are installed to an LD1 Standard.

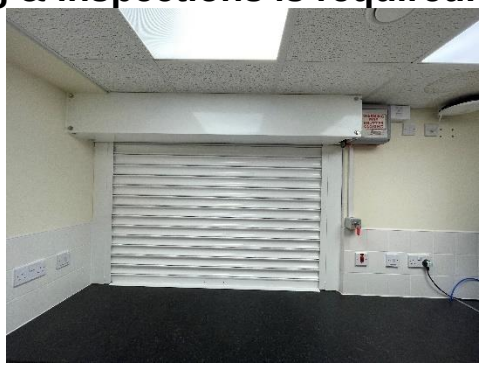
   Important note

   Flats on floors 1 to 3 are in pairs with an interconnecting door so that two 1x bed flats can become 1x 3 bed flat. This means that as a single large flat the fire alarm needs to alert people of both parts as one zone.

   This is achieved by wireless link which is activated on a detector in each part where required. As a single zone, both flats should evacuate simultaneously. All other flats maintain the Stay put unless policy.

   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 an L3 fire alarm system installed. The system provides detection to the communal areas, service cupboards and office areas. Heat detectors with the entrance hall of each flat are linked to the fire alarm system. Fire shutters installed to the office and staff kitchen are presumably linked to the fire alarm. **Confirmation of 6 monthly testing & inspections is required.**

4) A repeater panel has been installed in the front entrance lobby.

5) The main fire alarm control panel has been installed in a ground floor office.

6) The premise manager confirms weekly fire alarm testing and annual fire evacuation drills are conducted. The date of the last fire evacuation was 7th October 2024.

Section 9

Emergency Lighting

1) The premises have a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.

2) The combined and self -contained units are provided to the communal landings, office, stairs, external parts, and lift motor room.



3) All installed lighting equipment is continually self-checked and connected by sim card to the installer. Any issues are highlighted to the installer who is contracted to make the necessary repairs.

Section 10

Compartmentation

This section should be read in conjunction with Section 4

1) The building is designed to provide as a minimum 60-minute vertical fire resistance and 60 minutes horizontal fire resistance.

2) The premises have sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping as not been compromised by third parties and where applicable enhance fire stopping.

3) All communal doors fitted with automatic closing devices. These are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).

4) The service cupboards to communal landings are FD60s certified timber fire doors and kept locked.


certifire

CERTIFICATE OF APPROVAL
NO CF820

ZMR LTD TRADING AS MILLENNIUM DOOR SYSTEMS
Unit 10, Spartan Industrial Centre, Brickhouse Lane, Great Bridge, West Midlands, B70 0DH
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TECHNICAL SCHEDULE
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Signed and sealed for and on behalf of Exova (UK) Limited trading as Warrington Certification

Sir Ken Knight
Chairman
Impartiality Committee

Paul Duggan
Certification Manager

Issued: 21st December 2010
Reissued: 30th August 2016
Valid To: 29th August 2021
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5) The Individual flat entrance doors are certified FD30s rated composite fire door construction.


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- BS EN 1634-1 (Fire)
- BS EN 1634-3 (Smoke)
- PAS 24 (Enhanced Security)
- BS 8529 (Composite Doorsets)
- Been installed in line with our installation instructions, which have been generated from direct test evidence, or as a minimum to comply with BS 8213-4.

6) The corridors / staircase is protected by use of certified FD30s fire doors with vision panels.

7) A variety of methods / materials have been used to achieve fire-stopping, including ablative batt.

8) Each flat has a meter box fitted in the corridor. These are of metal construction and have been fire stopped where cables penetrate through.

9) There is a central atrium through the building which is enclosed in fire resisting construction. The glazing is marked identifying it as such.

10) The office and kitchen each have fire shutters that will activate upon smoke (office) or heat(kitchen) detection.

11) The two fire shutters separating the communal ground floor area from the office and kitchen are kept in the closed position and therefore not in use because the building has been repurposed. The fire shutters should be 6-monthly tested and inspected with the buildings fire alarm system (see section 8/3).

Section 11

Fire Fighting Equipment

1) A portable fire extinguisher (CO2) is provided to the lift motor room.

2) A portable fire extinguisher (CO2 and Foam) is provided to the office.

3) A fire blanket is available in the kitchen.

4) Contracts are in place for maintenance of the extinguisher. The frequency for the maintenance checks is once (October) of each calendar year.

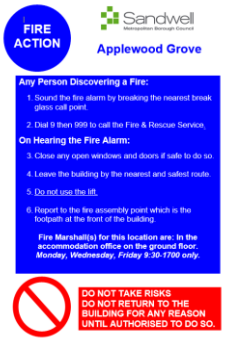
Section 12

Fire Signage

1) All fire doors display “Fire Door Keep Shut” where appropriate.

2) Directional fire escape signage is installed.

3) Fire Action Notices are displayed throughout the building. The premise manager has been supplied with an updated version which includes “do not use lifts” to display in place of the ones observed during the survey.



4) The fire assembly point is between the building and the car park to the side**. The site does not have an assembly point sign for staff and people in common areas to evacuate too.**

5) Floor indicator numbers are fitted to the wall opposite the lift car on each floor.

6) No smoking signage fitted in-line with Smoke Free England regulations 2006.

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) Office staff are required to have nominated persons as fire wardens and be trained to use fire extinguishers.

Section 14

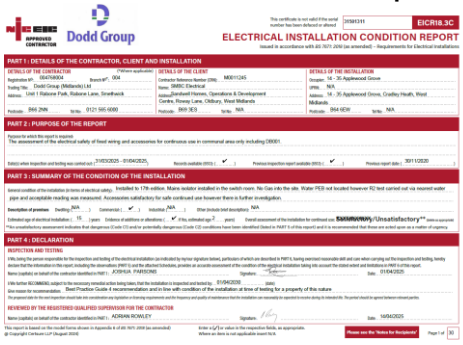
Sources of Ignition

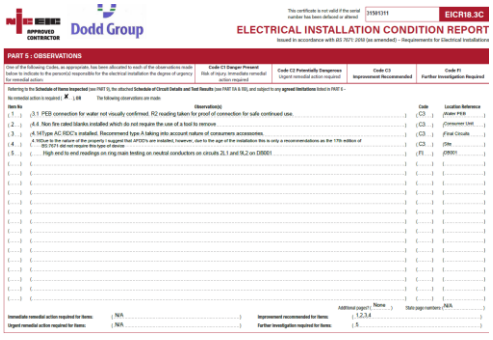
1) Smoking is prohibited within any communal parts of the building. There is “no smoking” signage on the entrances to the block to satisfy the legislative requirements under “Smoke Free England

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 by SMBC staff is subject to annual PAT Testing.

4) The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was completed on 01/04/2025. A number of recommendations were made and are being managed by the SMBC electrical compliance team (4 x C3 & 1 x F1).


ELECTRICAL INSTALLATION CONDITION REPORT
EICR18.3C
Dodd Group
PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION
PART 2 : PURPOSE OF THE REPORT
PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION
PART 4 : DECLARATION


ELECTRICAL INSTALLATION CONDITION REPORT
EICR18.3C
Dodd Group
PART 5 : OBSERVATIONS

5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a FD60s door fitted with a suited 54 mortice lock.

6) Portable heaters are not allowed in any common parts of the premises.

Section 15

Waste Control

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

2) Refuse containers are emptied regularly.

3) Regular checks by Caretakers minimise risk of waste accumulation.

4) External refuse containers were secured in position.

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) Owing to the nature of Low-Rise flatted accommodation, it is difficult to manage / control individual contractors / utility companies.

4) However, utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the premise manager. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.

5) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -

   a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:

      - Health and Safety.
      - Site security.
      - Safety of working and impact on children/school business.
      - Fire risk, if any.
      - Site Emergency Plan.

   b) Monthly Site Meetings – in order to monitor, review and share any new information including any new risks.

   c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.

   d) Final Contractor review on completion of works undertaken.

Section 17

Arson Prevention

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

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

3) There is CCTV system in place.

4) The perimeter of the premises is well illuminated.

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

Section 18

Storage Arrangements

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

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

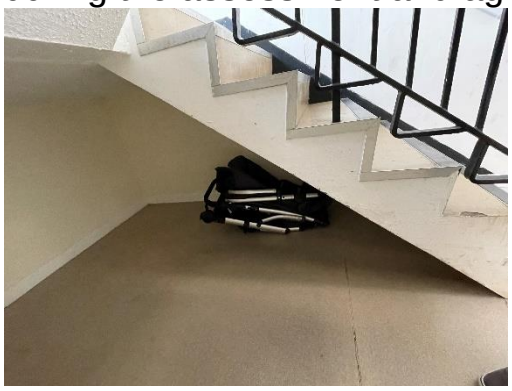
3) No Flammable liquids stored on site by Caretakers / cleaners.

4) All store cupboards are kept locked.

5) Mattress’s were noted stored against telecommunication equipment in a 1st floor service cupboard. The mattresses were pushed against the wall by the assessor to immediately reduce the risk.

   This was reported to the premise manager who confirmed they would be immediately relocated to a more appropriate storage facility.


6) During the fire risk assessment, it was noted that a Pushchair was stored beneath the stairs. The premise manager was informed during the assessment and agreed to remove the item.



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

Section 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: 14-35 Applewood Grove, Cradley Heath.

Date of Action Plan: 25/06/2025

Review Date: <Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
8/3	Confirmation of 6 monthly testing of L3 Fire Alarm & fire shutter system required.	 	P2	Within 1-3 months Electrical	

12/4	Install Assembly Point sign to low wall between building and carpark as per image.		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).

Observations	
External UPVC Cladding to be replaced with non-combustible board.	Upgrade as part of next improvement works
Install a suitable key safe to provide Firefighters with non-business hours access to staff areas.	

Signed

	Building Safety Manager	Date: 25/06/2025
Adrian Jones	Building Safety Manager	Date: 26/06/2025

Appendix 1

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

Name of property: Applewood Grove 14-35

Updated: Reviewed on 23/06/2022.

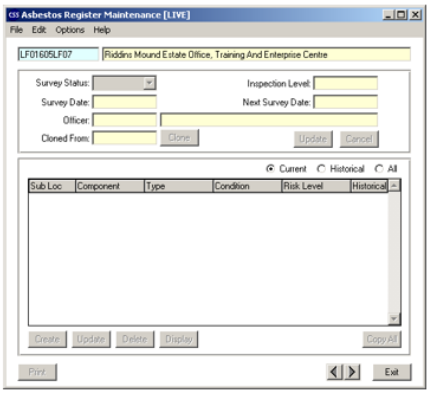
Premise Manager: Tony Thompson **Tel. No.: 0121 569 2975**

Hazard	Location	Information/Comments
An asbestos survey has been undertaken and no suspected A.C.M.'s were found to any of the communal areas. Survey held by S.M.B.C. Investment Division (Derek Still Tel:- 0121 569 5077).		

Asbestos Survey	Property Address	14-35, Applewood Grove, Cradley Heath, B64 6EW		✓ Office use
Prepared by	John Davis	Date	25/07/11	Checked by	Derek Still
Sampled by		Date		Date	09/11/11

Type of Work to be undertaken		HSG 264 - Survey Report Type		Property Description
For Purpose of Lift Maintenance Contract	✓	Refurbishment Survey		Four Storey Low Rise Block
R & M Void		Management Survey	✓	
R & M Tenanted		SHAPE Interrogated?	✓	

SHAPE – ASBESTOS REGISTER EXTRACT	YEAR BUILT	1967



Notes

SURVEY OF LIFT AND LIFT MOTOR ROOM ONLY.

Reviewed by Dave Jasper on 23/06/2022

This is now 14-35 Applewood Grove

Building Surveyors
0121 569 5077

Sandwell Metropolitan Borough Council

Asset Team – Investment Division
5 – 14 South Road
Smethwick
B67 7BN

Sample Locations	Property Address	Applewood Grove, Cradley Heath, B64 6EW.						✓
LOCATION	MATERIAL	S P	EXTENT (approx)	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
NO SUSPECTED A.C.M.'S								

ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM's.					
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL
LIFT MOTOR ROOM CEILING	SUPALUX				
LIFT MOTOR ROOM FLOOR	CONCRETE				
LIFT MOTOR ROOM DOORS	TIMBER				
LIFT MOTOR ROOM WALLS	BLOCK				