

# Fire Risk Assessment

## Birchcroft



**Windmill Lane,  
Smethwick, B66 3LN**

**Date Completed: 13/08/2025**

**Officer: A. Froggatt Building Safety Manager**

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

**Current Risk Rating = Tolerable**

**Subsequent reviews**

<b><u>Review date</u></b>	<b><u>Officer</u></b>	<b><u>Comments</u></b>
<i>18/05/2026</i>	<i>Louis Conway</i>	<i>Section 6 updated with FRAEW findings</i>

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## Section

# 0

## Introduction

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

This type 1 fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>. In the first instance however, we would be grateful if you could contact us directly via <https://www.sandwell.gov.uk/info/200195/contact-the-council/283/feedback-and-complaints> or by phone on 0121 569 6000.

The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment.

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

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

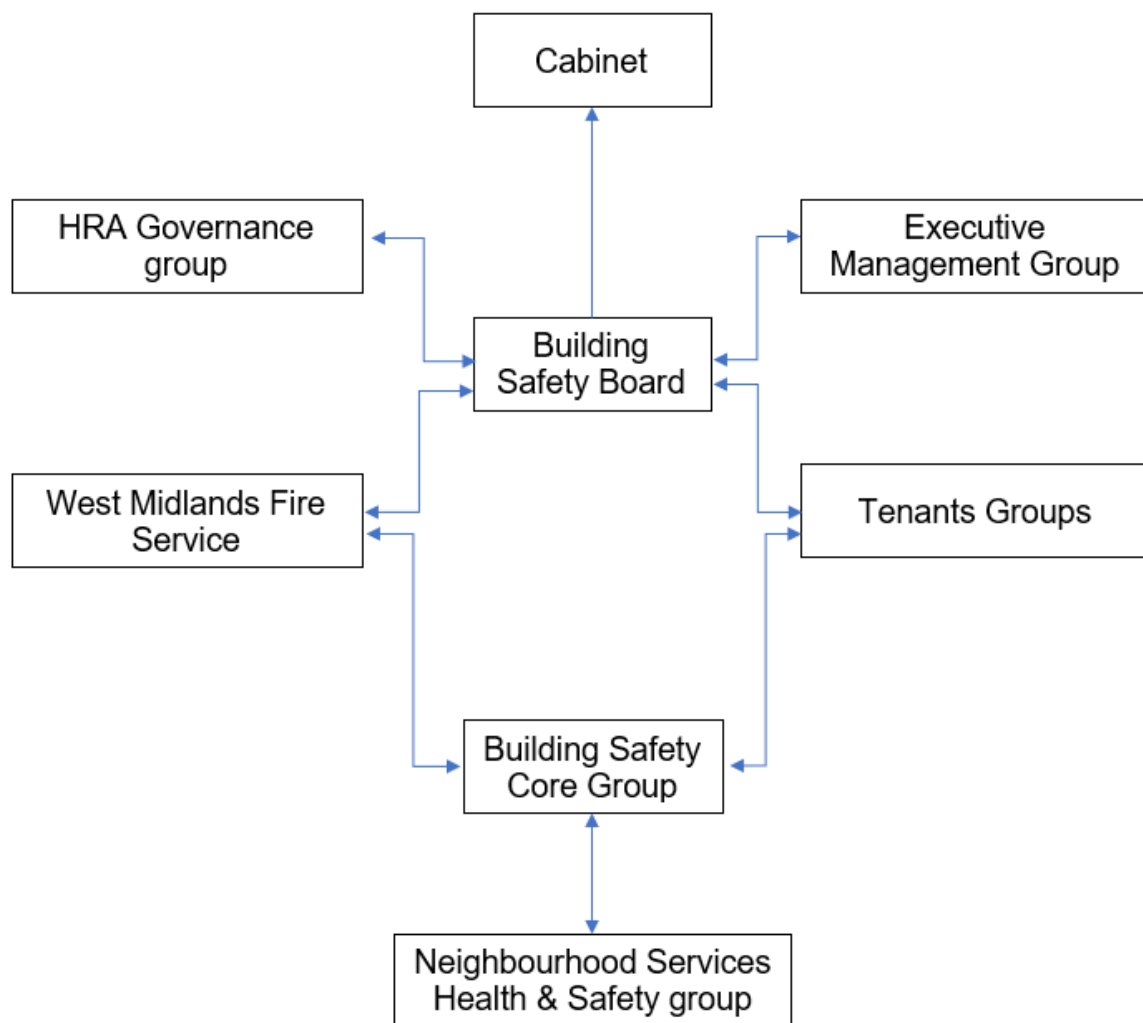
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The above processes and procedures are overseen by the Fire Safety, Facilities and Premises Manager who reports to the Business Manager - Surveying and Fire Safety.

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

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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.

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## Section

# 1

## Significant findings

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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.

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Section number	Section Area	Individual Risk Level
<a href="#">Section 6</a>	<p><b>External Envelope</b>                      Ibstock Rockshield brick slips (Fire Classification A1) with expanded polystyrene insulation (Fire Classification E) - ground to first floor. Although the masonry-based outer layer (brick slip) offers some protection to the underlying insulation.</p> <p>Above 1st floor mixture of insulated Wetherby mineral wool render (Fire Classification A1) and high-density Rock panel board panels (Fire Classification A2-s1, d0)</p>	<p>Trivial</p>
<a href="#">Section 7</a>	<p><b>Means of Escape from Fire</b>                      There is one protected staircase that provides a suitable means of escape.</p> <p>All communal doors along the means of escape are self-closing FD30s fire doors with combined intumescent strips / cold smoke seals &amp; vision panels.</p> <p>There are 2 final exit doors from the common area.</p> <p>Some flat front doors require repair or adjustment.</p>	<p>Tolerable</p>
<a href="#">Section 8</a>	<p><b>Fire Detection and Alarm Systems</b>                      Fire detection within flats is installed to LD1 and LD2 standard.</p> <p>Automatic opening vents are installed to the stairwell on floor 14.</p> <p>A deluge system is provided to the bin store.</p>	<p>Trivial</p>

<p><a href="#">Section 9</a></p>	<p><b>Emergency Lighting</b>          The premise has sufficient emergency/escape lighting system in accordance with BS 5266.</p> <p>Emergency lighting units are provided for the communal landings, stairs, lift motor room, cctv/server room and bin store.</p>	<p>Trivial</p>
<p><a href="#">Section 10</a></p>	<p><b>Compartmentation</b>          The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance.</p> <p>All doors are minimum FD30s fire doors with intumescent strips &amp; cold smoke seals, including those in 1-hour rated walls.</p> <p>Fire stopping required to the internal rainwater pipes.</p> <p>Fire stopping actions have been raised.</p>	<p>Tolerable</p>
<p><a href="#">Section 11</a></p>	<p><b>Fire Fighting Equipment</b>          The dry riser inlet is located within the ground floor main entrance lobby.</p> <p>Outlets are on all floors above.          Maintenance contracts are in place to service the valves twice per year.</p> <p>Portable fire extinguishers are located within the lift motor room, the solar PV (photovoltaic) system control room and cctv/server room. They are serviced annually.</p> <p>The bin store is fitted with a fire suppression system.</p>	<p>Trivial</p>

<a href="#">Section 12</a>	<p><b>Fire Signage</b> Appropriate mandatory and safety signage is in place.</p>	<p>Trivial</p>
<a href="#">Section 13</a>	<p><b>Employee Training</b> All staff receive basic fire safety awareness training.</p>	<p>Trivial</p>
<a href="#">Section 14</a>	<p><b>Sources of Ignition</b> The fixed electric tests should be done every 5 years. Last EICR dated 01/08/23, recorded as satisfactory.</p> <p>There are no service records available for the servicing and maintenance of solar PV equipment provided for this building.</p>	<p>Tolerable</p>
<a href="#">Section 15</a>	<p><b>Waste Control</b> Regular checks by Caretakers minimise risk of waste accumulation.</p> <p>Refuse containers are secured within the bin store.</p>	<p>Trivial</p>
<a href="#">Section 16</a>	<p><b>Control and Supervision of Contractors and Visitors</b> Contractors are controlled centrally, and hot works permits are required where necessary.</p>	<p>Trivial</p>
<a href="#">Section 17</a>	<p><b>Arson Prevention</b> A door entry system prevents unauthorised access &amp; perimeter lighting is in place. CCTV is installed.</p>	<p>Trivial</p>
<a href="#">Section 18</a>	<p><b>Storage Arrangements</b> Residents instructed not to bring L.P.G cylinders into block.</p> <p>There are no storage facilities available for residents within the communal areas.</p>	<p>Trivial</p>



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

Slight Harm     Moderate Harm     Extreme Harm

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

**Slight harm**                      Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

**Moderate harm**                      Outbreak of fire could foreseeably result in injury including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

**Extreme harm**                      Significant potential for serious injury or death of one or more occupants.

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

Trivial     Tolerable     Moderate     Substantial     Intolerable

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## Comments

In conclusion, the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the hazards that have been highlighted within the risk assessment. It is noted that there are no service records available for the servicing and maintenance of solar PV equipment provided for this building. It is recognised that a robust servicing and maintenance programme will take time to procure, therefore as an interim measure, an approved contractor should be appointed to service and inspect the equipment in the short term.

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm. This is due to there being sufficient compartmentation (apart from the actions raised in Section 10) to include FD30s rated fire doors to flat entrances, FD30s communal fire doors, combined with suitable smoke detection to LD1 / LD2 standard within flats, automatic smoke ventilation system to each floor and a Stay Put – Unless policy.

Overall, the level of risk at the time of this FRA is tolerable, this will be lowered to trivial once recommended actions have been completed.

A suitable risk-based control plan 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:

<b>Risk level</b>	<b>Action and timescale</b>
<b>Trivial</b>	No action is required; no detailed records need be kept.
<b>Tolerable</b>	No additional fire precautions are required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
<b>Moderate</b>	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.
<b>Substantial</b>	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.
<b>Intolerable</b>	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.)***

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**Section**

**2**

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## **People at Significant Risk of Fire**

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

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

Sandwell Council 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.

Residents are responsible for letting us know whether they might need a Personal Emergency Evacuation Plan (PEEP). The Resident Engagement Officers (Fire Safety) will conduct an assessment visit upon request. Any risk-reduction measures that are found where a PEEP is necessary and completed will be documented and taken quickly.

With the consent of the resident, we will make a referral for West Midlands Fire Service to conduct a Safe and Well visit.

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

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**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:

<b>Chief Executive</b> Shokat Lal		
<b>Executive Director Asset Manager &amp; Improvement</b> Alan Lunt		
<b>Assistant Director Asset Management &amp; Improvement</b> Sarah Agar		
<b>Fire Safety Manager</b> Tony Thompson		
<b>Team Lead Fire Safety</b> Jason Blewitt		
<b>Team Lead Building Safety</b> Anthony Smith		
<b>Housing Office Manager</b> Teresa Warren-Donley		
<b>Building Safety Managers</b> Adrian Jones Andrew Froggatt Carl Hill Louis Conway	<b>Fire Risk Assessors</b> Craig Hudson Mohammed Zafeer Stuart Henley	<b>Resident Engagement Officers – Fire Safety</b> 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

Birchcroft  
Windmill Lane  
Smethwick  
B66 3LN

### Description of the Property

This type 1 fire risk assessment encompasses Birchcroft. This high-rise block was constructed in 1966. The height of the block is 37.6 metres. In 2016, a comprehensive refurbishment was undertaken, upgrading the external wall system across all elevations. Additionally, a new pitched roof with an aluminium standing seam PIR core covering and a solar PV system was installed. Other improvements included replacement windows and balcony doors, glazed balcony enclosures, new front entrance porches, landscaping enhancements, and additional parking provisions.



The block consists of 15 storeys (including the ground floor). Each of the floors contains six dwellings.



The block has a main entrance to the front elevation and a further entrance / exit located to the rear. The main entrance has a door entry system, both entrances have a fob reader and a firefighters drop key box installed.



There is a single staircase which provides a sufficient means of escape. The stairwell is ventilated by AOV vents at the top of the stairwell and has openable windows on some floors.



The communal corridors have natural ventilation by openable windows (the smaller left-hand flat lobbies have no ventilation). The bin chute area on each floor has natural ventilation by means of a louvered vent.



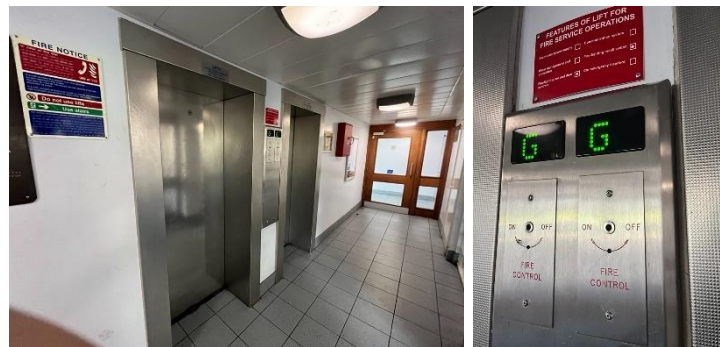
## Fire Risk Assessment

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There are service cupboards on all floors for electrics, water and communications, locked with a suited 54 key.



There are two lift cars that serve alternate floors, the capacity for each lift is 8 persons or 630kg. The lifts have a firefighter control facility.



The lift motor room is located within the roof void. Access to the lift motor room is via a steel gate secured with a suited 54 lock. Then utilise the metal stairs leading from the 14th floor, then through a full height door (secured with suited 54 locks) into roof space.



The block is fitted with a solar photovoltaic system on the roof. The roof void houses the PV system electrical switchgear.



The ground floor of the block contains a CCTV/server room which is accessed from the main entrance lobby. Access is gained to the room via the firefighters drop key or by contacting the concierge. The server room has its own fire alarm panel / system.



The Firefighters white box is located on the front elevation right-hand side of the main block.



The bin store is in a small lower ground room, accessed from the rear of the block, down a ramp. This compartment contains the bin room, the control panel for the bin store deluge system and the water pumps.



There is a Secure Information Box (SIB) located on the ground floor in the front entrance lobby. It is a Gerda box that utilises a standard WMFS suited key held on each fire appliance. The SIB contains floor plans, vertical plans, orientation plans, information for WMFS and a plan to indicate the location of those with vulnerabilities who may require additional consideration if there is a fire incident (PEEP).



The nearest fire hydrant is on the footpath, in front of the main entrance.



The dry riser inlet is located within the ground floor lobby, inside a cupboard secured with a budget lock.



The dry riser outlets are in the smaller left-hand flat lobbies.

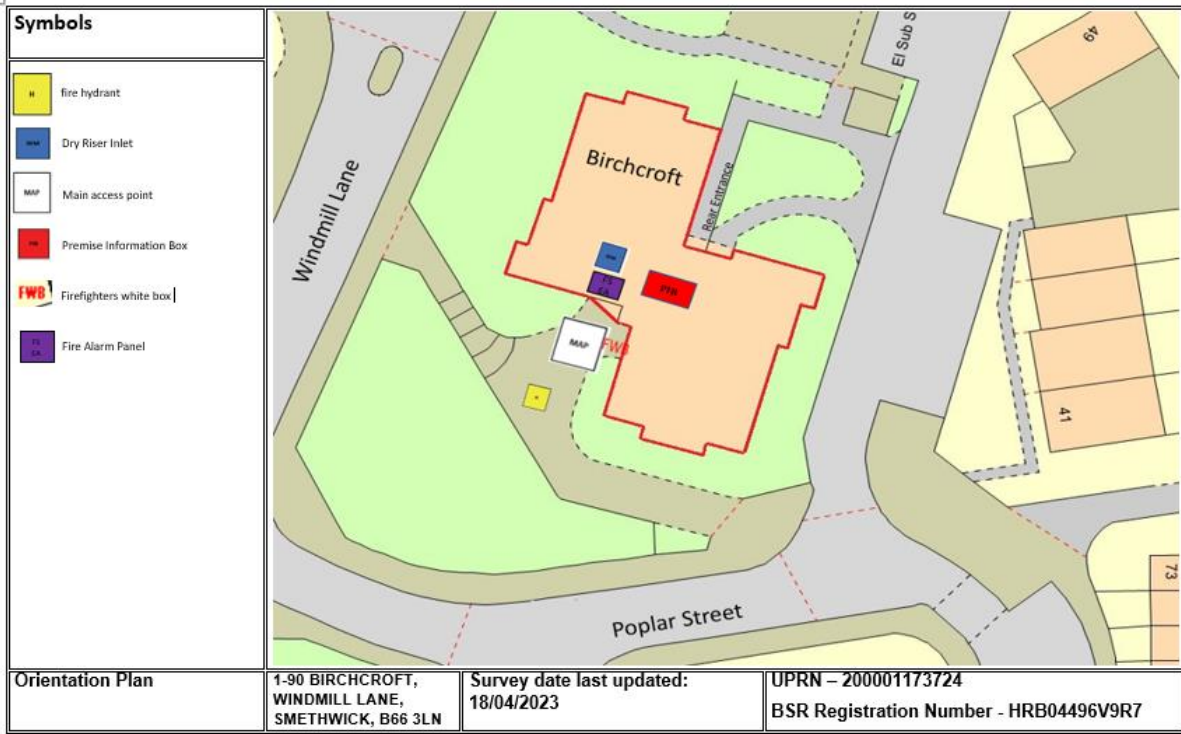


The communal, any workplace areas and the external envelope of the building are subject to the Regulatory Reform (Fire Safety) Order 2005 as confirmed by the Fire Safety Act 2021.

The enforcing authority is West Midlands Fire Service.

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On arrival Information (for WMFS)



## Fire Risk Assessment

Address: 1-90 BIRCHCROFT, WINDMILL LANE, SMETHWICK, B66 3LN		Survey date: 18/04/2023	ON ARRIVAL INFORMATION
<b>BUILDING LAYOUT</b>			
Size: Width, breadth and height	Height 37.6m		
Construction	Brick to 1st floor level– wool (non-combustible) insulated brickwork ground to first floor. Above 1 <sup>st</sup> floor mixture of insulated Wetherby mineral wool render (Fire Classification A1) and high-density Rock panel (Fire Classification A2-s1,d0)		
Number of floors	15 including ground floor		
Layout	<p>The block consists of 15 storeys (inclusive of the ground floor) Each of the floors contains 6 number dwellings with a roof space accessed via steel stairs.</p> <p>The ground floor consists of an entrance lobby, lift lobby , 6 flatted accommodation</p> <p>There is also a comms/server room on the ground floor secured behind two FD30s doors.</p> <p>The block has 2 entrance/exits. Main access point at the front elevation and a further access point at the rear of the block. Both access points have a drop latch system granting entry to the building.</p> <p>2 lifts and 1 staircase that serve the building. The lifts serve alternate <u>floors</u> and the staircase serves all floors</p> <p>Roof /motor room accessed via a steel staircase on the 14<sup>th</sup> floor behind a steel caged area locked via a suited 54 lock.</p> <p>Stairwell is protected with good compartmentation provided and openable windows for ventilation</p> <p>The block is split in the middle via the lift lobby areas with 3 flats to the left and right-hand sides of the lobby compartmented via a FD30S timber door.</p>		
Lifts	2 lifts that serve alternate floors. Both lifts can be accessed from the ground floor lift lobby. Lift override switch located on the ground floor.		
Types of entrance doors	Flat entrance doors are FD30s Permadoor construction.		
Rubbish chutes/ bin rooms	Yes, secured behind FD30s timber doors and with natural ventilation coming by means of louver vents		
Common voids	No		
Access to roof/ service rooms	Access to motor room via metal stairs leading from 14 <sup>th</sup> floor then through a full height door into roof space. There is a sky light from the roof space that provides access out on to the roof.		
Occupants	Approx. 180 based on an average of 2 occupants per flats (90 flats)		
Evacuation strategy	Stay Put Unless- 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 <u>building</u> you should stay put unless you are affected by fire or smoke		
Fire alarm/ evacuation alarm	Fire alarm system covering the lift shaft There is a fire alarm panel located within the main entrance foyer that provides detection to the lift shaft area, rest of the building consisting of Early warning limited to hard wire or battery smoke alarms within each of the resident's flats.		
Caretaker/ concierge	Caretaking/cleaning service that conducts regular checks of the building		
<b>FIREFIGHTING SYSTEMS</b>			
Water supplies	Fire hydrant is located at the entry/ exit to the building, fire hydrant / water isolation points located on the orientation plan, there is a dry riser that serves the building outlet located on the floor plans provided		
Fire mains	The dry riser inlet (twin valve) is located on the ground floor of the block and can be located on the floor plans.		
Firefighting shafts	No firefighting lifts/shafts however there are two lifts serving adjacent floors of the block.		
Smoke control vents	The smoke vent master reset control is located adjacent to the repeater panel in the ground floor lobby. There is also another key switch located at the top of the stairs on 14 <sup>th</sup> floor Automatic smoke ventilation is employed, installed to the two windows at the head of the staircase on 14 <sup>th</sup> floor. Each chute room contains louver vents to provide natural ventilation		
Sprinkler system	A drenching system is provided to the refuse chute bin store		
<b>DANGEROUS SUBSTANCES</b>			
Location, type, and quantity	<p>LIFT MOTOR ROOM ROOF – BITUMEN - SEALED</p> <p>CEILINGS TO ALL COMMUNAL LANDINGS - TEXTURED COATING - PAINT SEALED – PRESUMED – CHRYSOTILE</p> <p>Ceilings have been over-boarded</p>		

## Fire Risk Assessment

	FRONT ENTRANCE ROOF – ASPHALT BALCONY SURFACE - ASPHALT
<b>SERVICES</b>	
Electricity	The communal electricity supply can be isolated from the ground floor electric room adjacent to the entrance.
Gas	The gas risers have been de-commissioned by Cadent, so there is no live gas supply in block

High/Low Rise	High-Rise
Number of Floors	15
Date of Construction	1966
Construction Type	Wates
Last Refurbished	2016
External Cladding	Brick to 1st floor level– Ibstock Rockshield brick slips. Above 1 <sup>st</sup> floor mixture of insulated Wetherby mineral wool render (Fire Classification A1) and high density Rockpanel panels (Fire Classification A2-s1, d0)
Number of Lifts	2
Number of Staircases	1
Automatic Smoke Ventilation to communal area	Yes, stairwell.
Fire Alarm System	Yes, for CCTV room, detection for AOV system
Refuse Chute	1
Access to Roof	Access to motor room via metal stairs leading from 14 <sup>th</sup> floor then through a full height door into roof space.
Equipment on roof (e.g. mobile phone station etc)	Photovoltaic panels.

### Persons at Risk

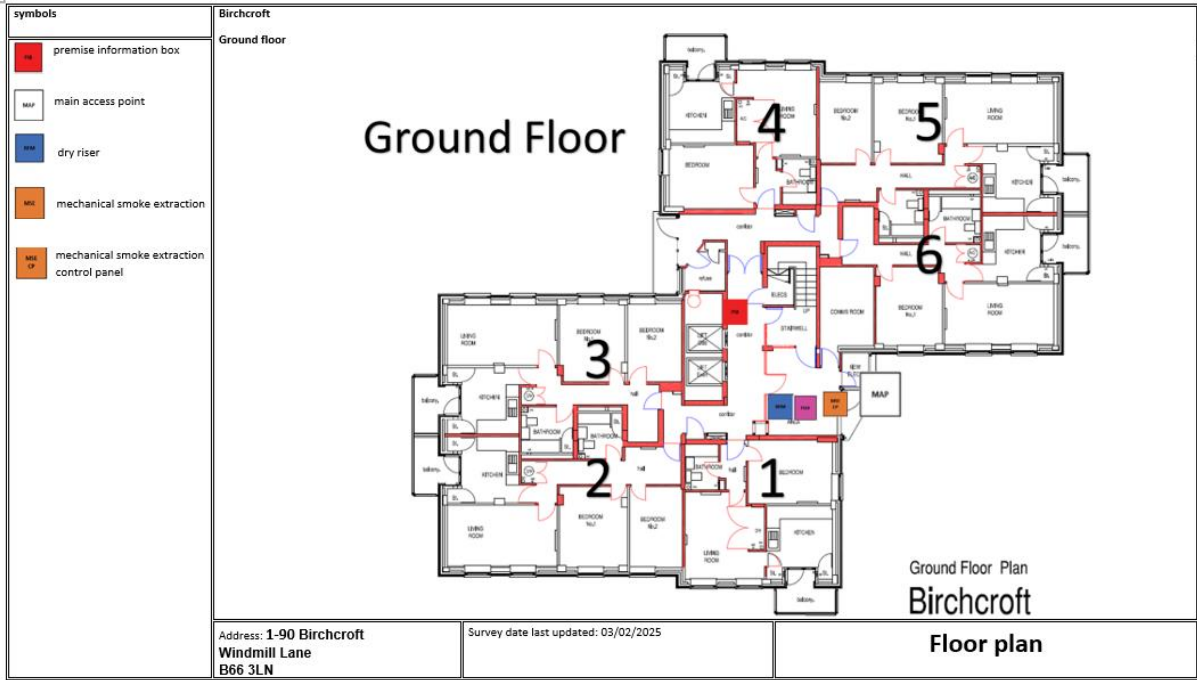
Residents / Occupants of 90 flats,  
 Visitors,  
 Sandwell MBC employees,  
 Contractors,  
 Service providers (e.g. meter readers, delivery people etc)  
 Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

# Section 5

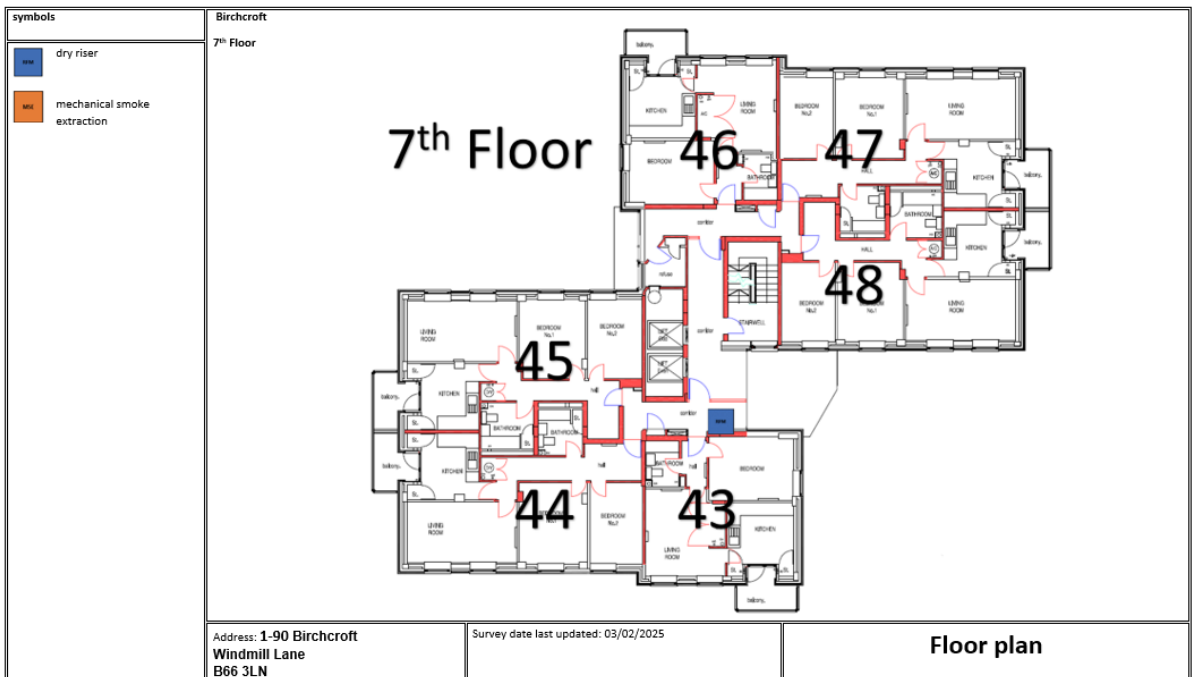
## Building Plan

A typical floor layout showing horizontal lines of compartmentation.

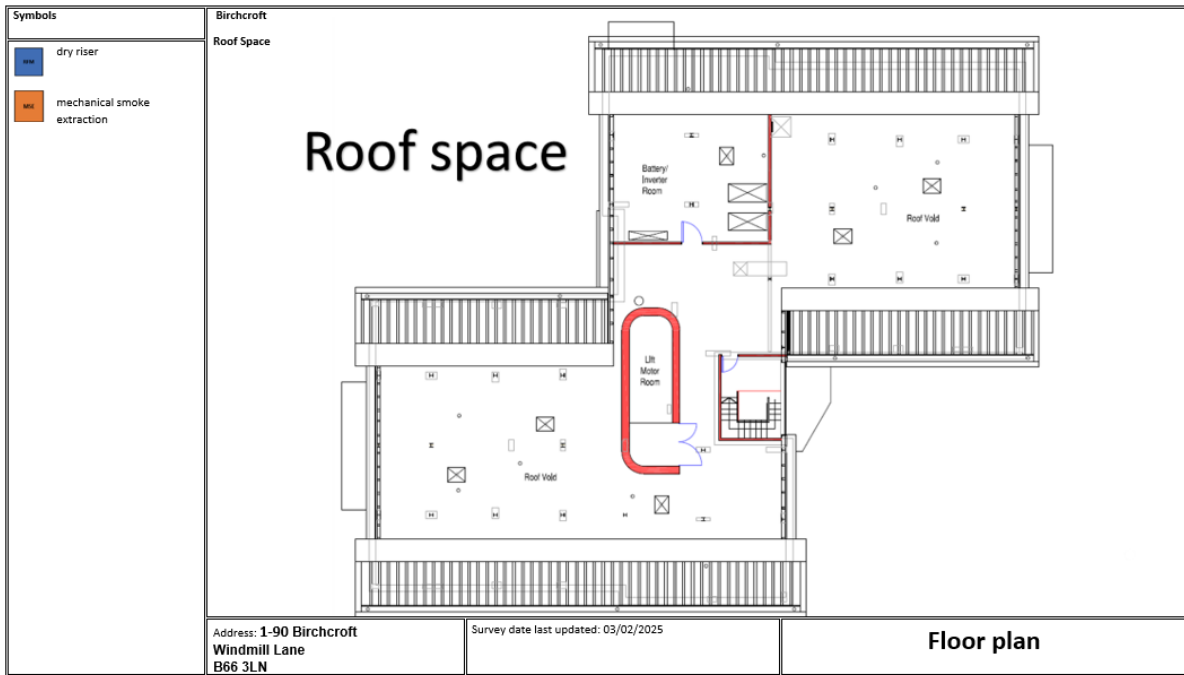
### Ground Floor



### Typical Upper Floor



Roof



## Section 6

### External envelope

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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.

Details of the known external wall construction have been provided to the fire service via the WMFS portal in line with fire safety regulations 2022.

An appraisal of the external wall construction including balconies, windows and doors has been undertaken in accordance with the flow chart detailed in PAS 9980:2022 – Fire Risk Appraisals of External Walls (FRAEW) for existing multi-story, multi-occupied residential buildings. This FRAEW was undertaken by Firntec Building Compliance in November 2024 and recorded as a low risk. Review date recommended for November 2029.

Below is a breakdown of the materials believed to be used within the external envelope and, as part of the external wall system. This is based on the information available at the time of this FRA, and with limited onsite resources.

It is deemed that the combination and application of these materials present an acceptable level of fire risk.

- 1) Birchcroft has 3 separate areas of cladding consisting of
    - Ibstock Rockshield brick slips (Fire Classification A1) with expanded polystyrene insulation (Fire Classification E) - ground to first floor. Although the masonry-based outer layer (brick slip) offers some protection to the underlying insulation, the overall reaction-to-fire performance of the system cannot be verified without system-specific test data. Recent FRAEW reports have detailed the wall system as medium risk, see below.
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## External Wall Systems and Attachments on the Building

8 areas were inspected to gain data about the building's wall constructions. See the Inspections section of this report for full inspection details.

The table below outlines the ratings of the various wall systems and constructions to the property. Each element is explained in more detail further within this report.

6 Items	Effect	Risk
Wall Construction Wall Type 1 - Stonewall over mineral wool (9BPRK3)	Positive	Low
Wall Construction Wall Type 2 - render over mineral wool (F8A27P)	Positive	Low
Wall Construction Wall Type 3 - brick slips over XPS insulation (343NAN)	Neutral	Medium
Penetration Ventilation (LVK93P)		
External Window Top, Mid, Side Hung Casements (FSRVBN)	Positive	Low
External Door Single Leaf Entrance Doors (DFNWUV)	Positive	Low

In accordance with the PAS 9980 Guidance, any items of construction which are considered as "Medium Risk" should be subject to periodic review, to ensure that conditions do not change, such that the risk may be upgraded to high, prompting the requirement for remediation.

The overall risk to the building was noted as low, see below;

### Overall Building Risk Rating

Low

Our professional opinion is that overall this Building represents a Positive PAS9980:2022 Outcome.

### Recommended Remediations

No recommended remediations identified.

### Recommended Interim Measures

No recommended interim measures identified.



- Wetherby mineral wool render (Fire Classification A1)
- High-density Rock panel (Fire Classification A2-s1,d0)



- 2) Each flat within the block has access to an individual winter garden balcony. These are cantilevered concrete floors with an aluminium and glass construction.



- 3) All windows are double glazed units housed in aluminium frames. Timber frames were noted internally within the staircase.

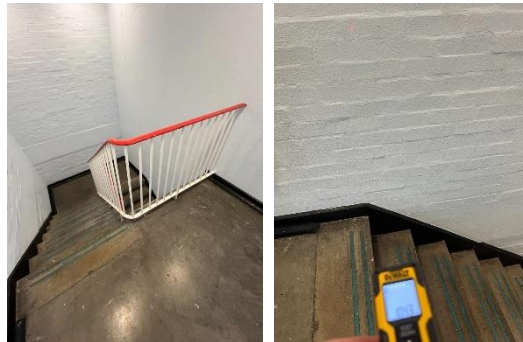


**Section  
7**

**Means of Escape from Fire**

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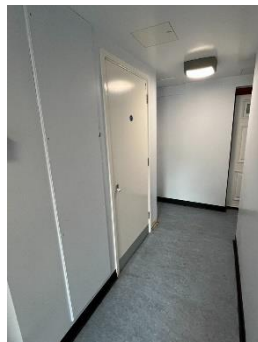
- 1) The site has a single staircase that provides a means of escape and is 1050mm in width.



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



- 3) The means of escape from flats are dead ends. The un-ventilated corridors are less than 4.5 metres.



- 4) The means of escape are protected to prevent the spread of fire and smoke.
- 5) The communal landing / staircases are protected by use of self-closing FD30s fire doors with vision panels & intumescent strips / cold smoke seals.



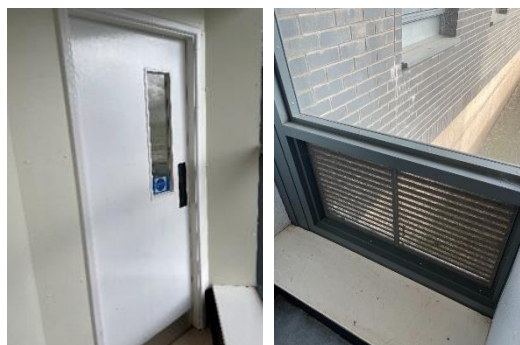
- 6) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
- 7) All communal fire doors are subject to a 12-week check by the Fire Safety Rapid Response Team.
- 8) The final exit doors have door entry systems installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.



- 9) Automatic smoke ventilation is employed. This is 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) Automatic smoke ventilation is installed to the two windows at the head of the staircase on the 14<sup>th</sup> floor. The controls and repeater panel are in the ground floor lobby. A further reset switch is located at the top of the stairs on the 14<sup>th</sup> floor.



- 11) The chute room doors on each floor are FD30s fire doors with combined intumescent strips & cold smoke seals and overhead self-closing devices. The chute room on each floor has louvres to provide natural ventilation.



12)Communal windows can only be opened with the use of a key or by operating the automatic smoke vents. The timber windows to the staircase do not require a key.



13)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.



14)Emergency lighting is provided to communal landings and stairs. Checks are done monthly by Sandwell MBC in house electrical team or approved contractor.



15) Individual floor mats were noted outside some flats. Fire rating of the mats is unknown but deemed to be of low risk.

16) Service cupboards have FD30s rated doors, secured with a suited cylinder lock.



17) The surface coatings to the communal areas are Euro Class B-s3, d2 rated.

18) 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.





## Fire Risk Assessment

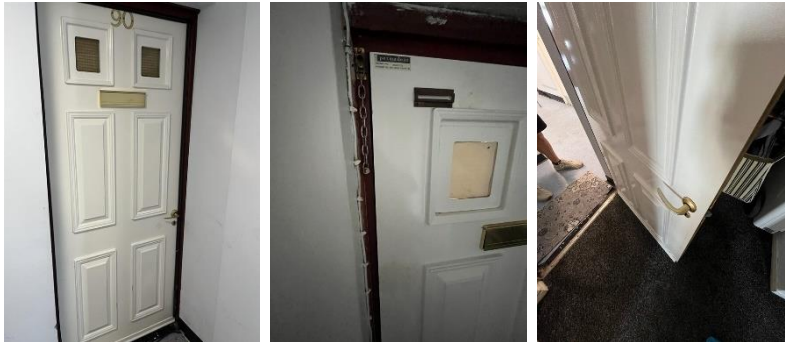
Birchcroft 1-90 (O&E)	60 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	61 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	62 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	63 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Nationwide	Glazed
Birchcroft 1-90 (O&E)	64 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	65 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	66 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	67 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	68 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	69 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	70 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	71 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	72 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	73 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	74 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	75 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	76 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	77 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	78 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	79 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	80 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	81 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	82 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	83 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	84 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	85 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	86 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	87 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	88 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	89 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Birchcroft 1-90 (O&E)	90 Birchcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed

20) Access was gained to a sample of properties as part of the fire risk assessment. Best endeavours were made to inspect a 10% sample; a total of 9 doors were accessed during the FRA.

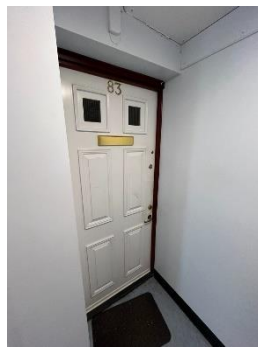
a) Flat 85 - Door is correct.



- b) Flat 90 - Door leaf fails to close into its frame from the open position correctly, adjustment required. See Action 07/20b.



- c) Flat 83 - Door is correct.



- d) Flat 77 - Door is correct.



e) Flat 71 - Door is correct.



f) Flat 65 - Door is correct.



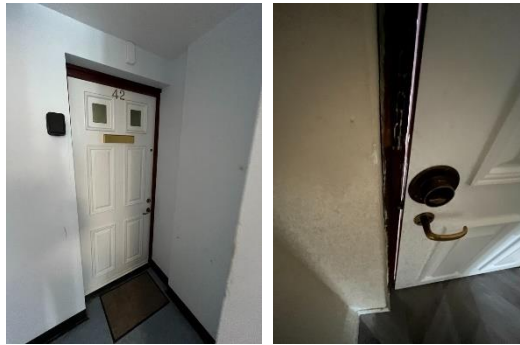
g) Flat 64 - Door is correct.



h) Flat 60 - Door is correct.



i) **Flat 42 - Door leaf fails to close into its frame from the open position correctly, adjustment required. See Action 07/20i.**



*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.*

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**Section  
8**

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## **Fire Detection and Alarm Systems**

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- 1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.
- 2) Based on the sample of properties assessed during the fire risk assessment, residents confirmed that smoke alarms are installed to an LD1 and LD2 Standard. Flats assessed were: -

Flats; 90 LD1, 85 LD2, 83 LD2, 77 LD2, 71 LD1, 65 LD2, 64 LD1, 60 LD2, 42 LD2.



*For information*

*LD1 all rooms except wet rooms*

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

*LD3 Hallway only*

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- 3) Flat 85 was accessed and it was noted that the resident had covered the smoke detectors with aluminium cooking foil. The assessor insisted that the covers were be immediately removed, the resident complied. An email was sent to the Operations Manager Housing services and the Housing Services Officer to request a spot check to ensure further compliance.



- 4) There is no effective means for detecting an outbreak of fire to the remaining communal areas. Automatic fire alarm systems are not normally required in the common areas of residential blocks as this can compromise the 'Stay Put' evacuation policy.
- 5) Smoke detectors linked to the Automatic Opening Vents have been installed. The vents will automatically open when smoke has been detected.



- 6) There is an automatic fire alarm panel in the ground floor entrance foyer. This panel is showing two zones and has no zone map present. Emails were sent to the electrical department to investigate this issue. The panel is believed to serve the AOV detectors only present in the stairwell and lift shaft, and that following the refurbishment of the block the panel was labelled as such. Email confirmation was received from the electrical department stating that the panel will be investigated for system set up and new signs fixed to the panel.



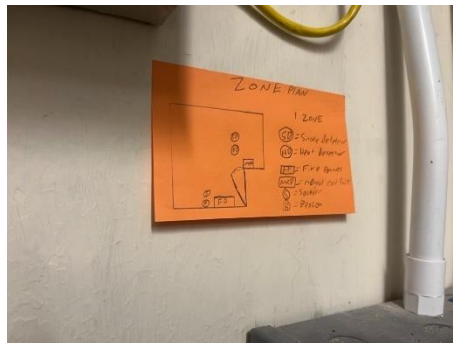
- 7) Flat 85 was accessed and it was noted that the smoke detector head in the hallway is missing. An email was sent to the electrical department to rectify this issue.



- 8) The CCTV/server room is equipped with an automatic fire alarm system. The system protects the server room only and incorporates smoke detection and a break glass call point.



- 9) The zone map for the AFA panel in the CCTV/server room is of a temporary nature. A permanent zone map has been requested from the electrical department by email.



## Section 9

### Emergency Lighting

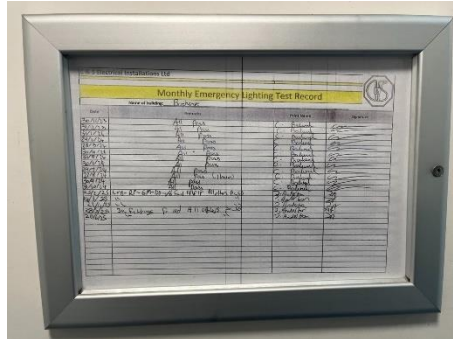
- 1) The premises has a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.



- 2) The emergency lighting units are provided to the communal landings, stairs and lift motor room, server room and some service cupboards on the ground floor.
- 3) The emergency lighting battery system is situated in the roof void.



- 4) All installed equipment is checked and tested on a monthly basis by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards.



## Section 10

### Compartmentation

*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 survey undertaken as part of this risk assessment should not be construed as a full compartmentation survey of the building. From a visual inspection carried out at the time of the inspection, there were no breaches in compartmentation evident between the communal areas and the residential accommodation.*

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts. All doors are 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls.
- 2) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. **Apart from the raised actions, and observation regarding the breach of compartmentation evident where the plastic rainwater pipe penetrates the winter garden compartment on all floors.** 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 the fire stopping.
- 3) **The electrical cupboard opening on to the main entrance foyer has exposed timber panelling at the ceiling. The ceiling should be covered over with fire resistant plasterboard. See Action 10/03.**



- 4) **The cleaners store under the metal access steps to the roof area is open at the ceiling level. This cupboard should have its ceiling, and the metal staircase legs covered with fire resistant plasterboard and sealed to prevent fire and smoke travel from the cupboard onto the stairwell landing. This cleaner's cupboard has sources of ignition, i.e. electrical fittings present. See Action 10/04.**



- 5) A variety of methods / materials have been used to achieve fire-stopping including Rockwool and intumescent pillows.
- 6) **There is damage to the stairwell wall on the 3<sup>rd</sup> floor landing. This damage should be repaired. The repair should be done with materials that offer 60 minutes of fire resistance. See Action 10/06.**



7) **Service access panels are fixed to masonry in the ceilings and walls of corridors. The service access panels near the following flats have gaps and appear to be loosely fitted. These panels require securing and resealing. See Action 10/07.**

- **11<sup>th</sup> floor ceiling near flat 68.**
- **11<sup>th</sup> floor wall panel near flat 71.**
- **9<sup>th</sup> floor ceiling panel near flat 59.**
- **3<sup>rd</sup> floor ceiling panel near flat 23.**

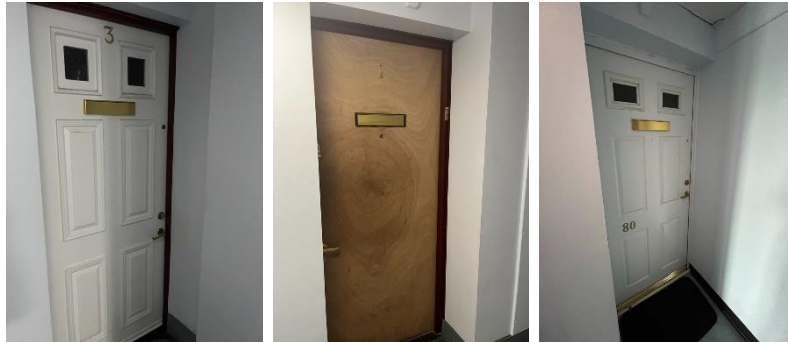


8) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).

9) Electrical service cupboards have FD30s rated doors, secured with a suited lock.



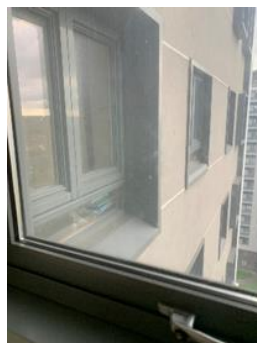
- 10) Individual flat doors are nominal FD30s timber doors or FD30s rated composite doors sets manufactured by: Permadoor or IG.



- 11) The corridors / staircases are protected by use of self-closing FD30s fire doors with combined intumescent strips / cold smoke seals and vision panels consisting of Georgian wired glazing.



- 12) Glazing between the flatted accommodation and the staircase is in proximity. Compensatory measures should be considered for a future works programme such as a sprinkler system to the flats.



**Section**

**11**

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**Fire Fighting Equipment**

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- 1) The dry riser inlet is located within the ground floor lobby, inside a cupboard secured with a budget lock.



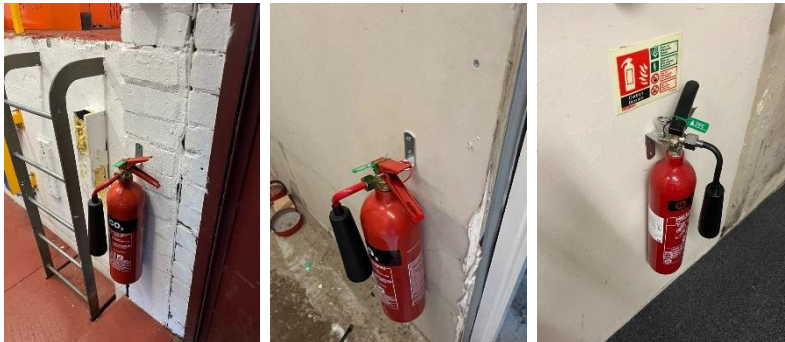
- 2) There is a dry riser that serves the building. The outlets are exposed and located on the communal lobby of each floor. Each exposed valve is secured with a cable tie. The caretakers check the cable tie is intact as part of their weekday inspections.



- 3) The dry riser is checked regularly as part of the Caretakers duties.
  - 4) Maintenance contracts in place to service the valves twice per year (April and October) with a hydraulic test undertaken annually (October) to comply with the requirements of BS9990.
-

5) Maintenance contracts in place for maintenance of the extinguishers. The frequency for the maintenance checks is once (October) of each calendar year. Portable fire extinguishers are provided as follows.

- CO2 to the lift motor room.
- CO2 in the PV system control room.
- CO2 in CCTV server room.



6) The CO2 extinguishers in the lift motor room and the PV system control room have no 'how to use' signage. An email has been sent to the Team Leader Fire Safety and Facilities to request suitable signage.

7) A fire suppression system is fitted in the bin room.



**Section  
12**

**Fire Signage**

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



- 2) No smoking (Smoke Free England) signage is displayed at the front entrance to the premises.



- 3) Fire Action Notices are displayed throughout the building. These signs are dated and should be updated when the block undergoes refurbishment.



- 4) Yellow LPG warning signs are displayed within the lift cars.



- 5) The fire escape routes use directional fire signage.



- 6) Signage illustrating the floor location of each flat is fitted to the ground floor lobby wall.



- 7) Photoluminescent wayfinding signage depicting floor level and flat numbers are fitted to the walls on all floors and to the wall of each landing on the communal staircase. Signage that meets the requirement of ADB and Fire Safety (England) Regulations 2022.



## Section 13

# Employee & Resident Training/Provision of Information

- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking Teams are not currently trained in the effective use of fire extinguishers. The only extinguishers are located within the lift motor room. Caretaking Teams are not expected to tackle fires in this area.
- 4) Building safety and evacuation notices are displayed in common areas and lift cars.



- 5) Staff undertaking fire risk assessments are qualified to Level 4 Diploma in Fire Risk Assessment.

- 6) Fire safety has been provided as part of tenancy pack. This includes information about Fire Doors.

**IMPORTANT NOTICE**

**FIRE DOORS**

Fire doors are crucial life safety devices, designed to restrict the spread of smoke and fire for a substantial period of time.

**You must ensure:**

- Fire doors are kept shut when not in use.
- Residents and visitors do not tamper with doors or self-closing devices.
- Any faults or damage is reported immediately to the Contact Centre using the details below.

**You must NOT:**

- Alter or change your fire door or internal doors without prior consent from Sandwell Council.

**We will:**

- Ensure residents check communal fire doors.
- Carry out an audit of communal fire doors every 12 weeks.
- Check your fire exit door fire door every year.

**ANY UNAUTHORISED MODIFICATIONS MAY PUT LIVES AT RISK**

PLEASE REPORT ANY DEFECTS OR CONCERNS WITH FIRE DOORS TO:  
Name: Contact Centre  
Phone: 0121 569 8000  
Email: customer\_services@sandwell.gov.uk  
Or/through My Sandwell Account

This information is provided in line with the fire safety (England) Regulations 2017 to ensure the safety of residents and building users is not negatively impacted by the modification / misuse of the doors.

**Sandwell** Use QR Code to access Fire Safety Advice

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

**Fire safety advice**

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

**What to do if a fire breaks out in your flat**

- 1 Leave the room where the fire is and close the door.
- 2 Alert anyone else in the property that there is a fire and leave the flat, closing all doors behind you.  
Do not stay to put out the fire.
- 3 Use the stairs to exit the building.  
Do not use the lift.
- 4 Call 999 and wait for the fire service to arrive.  
Do not re-enter the building.

**What to do if you see or hear a fire in another flat or part of the building**

- 1 It will normally be asked if you to remain in your flat and stay put unless the need to evacuate from the flat is affecting you.  
If your safety is compromised, then you should leave the building following the guidance as if the fire was in your flat.
- 2 If you are instructed to leave by a member of the emergency services, you should do so immediately.
- 3 In other cases, use the stairs to exit the building.  
Do not use the lift.  
"Stay Put/Stayed" is an evacuation strategy which provides full houses of flats. It is aimed to keep people safe when they are not in an area directly affected by fire.

If you notice any fire doors within the building that are damaged or wedged open, or have any other concerns, please call us on 0121 569 8000.

**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 works are not normally conducted. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) The fixed electrical installation shall be tested every 5 years. Last EICR dated 01/08/23 and marked as Satisfactory.

This report is not valid if the serial number has been altered or altered

426173 EICR18.2C

**ELECTRICAL INSTALLATION CONDITION REPORT**  
Issued in accordance with BS7671:2018-02:2017 Requirements for Electrical Installations

PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION		
<b>DETAILS OF THE CONTRACTOR</b> Registration No. 5055, Ruck & Co. Ltd Trading Title: E.S.E Electrical Installations Ltd Address: Unit 2, Bridge Street, Walsbury Postcode: WGS09H, Tel No: 01242 202		<b>DETAILS OF THE CLIENT</b> Contract Reference Number (CRM): N/A Name: ZimMort Bisc Address: Direct 2 Industrial Park Roway Lane, Oldbury Postcode: B68 3QJ, Tel No: N/A
<b>DETAILS OF THE INSTALLATION</b> Occupier: Commercial UPRN: N/A Address: Birchcroft, Windmill Lane, Snettisham, West Norfolk Postcode: NE16 3N, Tel No: N/A		

**PART 2: PURPOSE OF THE REPORT**  
Purpose for which this report is required:  
Requested by the housing association to verify the condition of the electrical installation and to scale for continued use

Insight when inspection and testing was carried out: 01/08/2023, Records available (S&T): No, Previous inspection report available (S&T): No, Previous report date: 01/08/2018

**PART 3: SUMMARY OF THE CONDITION OF THE INSTALLATION**  
General condition of the installation (in terms of electrical safety):  
This installation is safe for continued safe use with observations as set out.

Description of premises: Dwelling  Commercial  Industrial  Other (include brief description): N/A  
Estimated age of electrical installation: 0 years, Evidence of additions or alterations: No, If yes, estimated age: N/A years, Overall assessment of the installation is: Satisfactory

**PART 4: DECLARATION**  
**INSPECTION AND TESTING**  
I/We being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), justifies/ we which are described in PART 6, having exercised reasonable care and care when carrying out the inspection and testing, hereby declare that the information in this report including the observations (PART 5) and the attached Schedule, provides an accurate assessment of the condition of the electrical installation being inspected and included in PART 6 of this report.  
Name (s) (on behalf of the contractor identified in PART 1): N/A S&E LTD, Signature: [Signature], Date: 01/08/2023  
I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 01/08/2028 (date)  
Date reason for recommendation: AS PER GUIDANCE NOTES 3, TABLE 32 OR CHANGE OF OCCUPANCY  
The responsible person must ensure that the installation is inspected and tested in accordance with the requirements of BS7671:2018-02:2017 and that the installation is inspected and tested in accordance with the requirements of BS7671:2018-02:2017.  
**REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR**  
Name (s) (on behalf of the contractor identified in PART 1): N/A S&E LTD, Signature: [Signature], Date: 01/08/2023

This report is based on the sample form shown in Appendix 6 of BS 7671:2018-02:2017. Enter 1 or 2 in value in the respective N/A or appropriate. Where no item is not applicable insert 'N/A'. Please see the 'Notes for Recipient' Page 1 of 58

- 4) Electrical service cupboards have FD30s rated doors, secured with a suited cylinder lock.
- 5) There is a lightning protection system installed to the building. Maintenance contracts are in place for lightning conductor testing in accordance with BS 6651.



- 6) Portable heaters are not allowed in any common parts of the premises.
- 7) There is no gas supply to the block. The gas supply has been isolated and is no longer in use, though pipework remains.
- 8) **There are no service records available for the servicing and maintenance of Solar PV Equipment provided for this building. See Action 14/10.**

This testing falls under several British Standards. For example: -

BS 7671 - This standard provides the overall framework for electrical installations in the UK and includes guidance on solar panel installations.

BS EN IEC 62446-2 - This standard specifically addresses the maintenance, testing, and documentation of grid-connected solar PV systems, including inspections and testing.

IEC 61215 - This standard is used by the Microgeneration Certification Scheme (MCS) to validate the performance and quality of solar modules. Please note these are not inclusive.

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**Section  
15**

**Waste Control**

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- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse & recycling containers are emptied regularly. Refuse containers are in the bin store which is underneath the ground floor. The Bin store is accessed at the rear of the building. Access is via a motorised roller shutter; key is stored in the firefighter's white box. All refuse containers are emptied regularly.



- 3) Regular checks by Caretakers minimise risk of waste accumulation.
  - 4) 'Out of Hours' service in place to remove bulk items.
-

**Section  
16**

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## **Control and Supervision of Contractors and Visitors**

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- 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 Investments office @ Roway Lane. 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**

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## Arson Prevention

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- 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) CCTV has been installed. The system is monitored 365 days per year by the centralised CCTV control room located at the Sandwell MBC Operations and Development Centre, Roway Lane, Oldbury, B69 3ES.



- 4) There is no current evidence of arson
  - 5) The perimeter of the premises is well illuminated.
  - 6) There have been no reported fire incidents since the previous FRA August 2024.
-

**Section  
18**

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## **Storage Arrangements**

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- 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 flammable liquids or gas cylinders stored on site.
-

**Section  
19**

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**Additional Control Measures.  
Fire Risk Assessment - Action Plan**

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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:

Birchcroft




Date of Action Plan:

18/08/2025

Review Date:

Fire Risk Assessment



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Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
07/20b	Flat 90 - Door leaf fails to close into its frame from the open position correctly, adjustment required.		P2	Fire Rapid Response 1 – 3 months. JM17618192 JM 17824492 JM17866793 JM17989360 JM17824417	02/12/2025
07/20i	Flat 42 - Door leaf fails to close into its frame from the open position correctly, adjustment required.		P2	Fire Rapid Response 1 – 3 months. JM17618354	27/08/2025
10/03	The electrical cupboard opening on to the main entrance foyer has exposed timber panelling at the ceiling. The ceiling should be covered over		P3	Fire Rapid Response 3 – 6 months. JM17632377	29/08/2025

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Fire Risk Assessment

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	with fire resistant plasterboard.				
10/04	The cleaners store under the metal access steps to the roof area is open at the ceiling level. This cupboard should have its ceiling, and the metal staircase legs covered with fire resistant plasterboard and sealed to prevent fire and smoke travel from the cupboard onto the stairwell landing.		P3	Fire Rapid Response 3 – 6 months. JM17656888	05/09/2025
10/06	There is damage to the stairwell wall on the 3 <sup>rd</sup> floor. This damage should be repaired. The repair should be done with materials that offer 60 minutes of fire resistance.		P3	Fire Rapid Response 3 – 6 months. JM17618511	Pass back 13/10/2025

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Fire Risk Assessment

10/07	<p>The service access panels near the following flats have gaps and appear to be loosely fitted. The panels require resealing and resealing with fire resistant materials.</p> <ul style="list-style-type: none"><li>•11th floor ceiling near flat 68.</li><li>•11th floor wall panel near flat 71.</li><li>•9th floor ceiling panel near flat 59.</li><li>•3rd floor ceiling panel near flat 23.</li></ul>	 	P3	Fire Rapid Response 3 – 6 months. JM17618598	27/08/2025
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Fire Risk Assessment

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14/08	There are no service records available for the servicing and maintenance of the Solar PV Equipment provided for this building. A robust servicing and maintenance programme should be put in place for this equipment.		P4	Programmed Work Electrical Compliance Manager.	
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## Fire Risk Assessment



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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	
<p>Fire stopping required to the internal rainwater pipes at every compartment floor level to include within roof void.</p> <p><i>This has been captured under the scope of the refurbishment work.</i></p> <p>Capital Project Team.</p>	
<p>Fire separation between the lift doors and flat entrance doors at ground floor should be considered for any future works programme.</p>	
<p>As part of a future works programme a sprinkler installation to the flats should be considered due to proximity of flats glazing to the stairwell.</p>	

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**Signed**

	Building Safety Manager	Date: 19.08.2025.
	Quality Assurance Check	Date: 20/08/2025



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

Name of property: Birchcroft.

Updated: 10.07.25.

Premise Manager: Tony Thompson

Tel. No.: 0121 569 2975

An asbestos survey has been undertaken and is held by S.M.B.C. Investment Division (Derek Still [Tel:- 0121 569 5077](tel:01215695077)).



**Report No.:** J420887  
**Nature of Work:** Management Survey  
**Issue Date:** 10/07/2025  
**Client Name:** Sandwell MBC (formerly Homes)  
Building Services, Direct 2 Trading Estate, Roway Lane,  
Oldbury, West Midlands, B69 3ES  
**UPRN:** BL53500BI06 14  
**Site Address:** 1-90 Birchcroft, Smethwick, B66 3LN



**Order Placed By:** Jon Hemming  
**Site Contact:** Dean Harding  
**Date(s) of Work:** 23/06/2025 to 25/06/2025  
**Technical Manager:** D Ely CCP (Asbestos)  
**Assistant Surveyor(s):** Not Applicable

**Lead Surveyor:**

Jack Baldwin  
Asbestos Surveyor

**Authorised Signatory:**

Paul Walters  
Technical Review Officer  
10/07/2025

Non-accredited activities are present within this report.

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