Fire Risk Assessment

Elmcroft

Windmill Lane,
Smethwick, B66 3JN

Date Completed: 05/08/2025

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

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

Current Risk Rating = Tolerable

Sandwell
Metropolitan Borough Council

Subsequent reviews

Review date	Officer	Comments

Contents

Section 0 Introduction

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

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

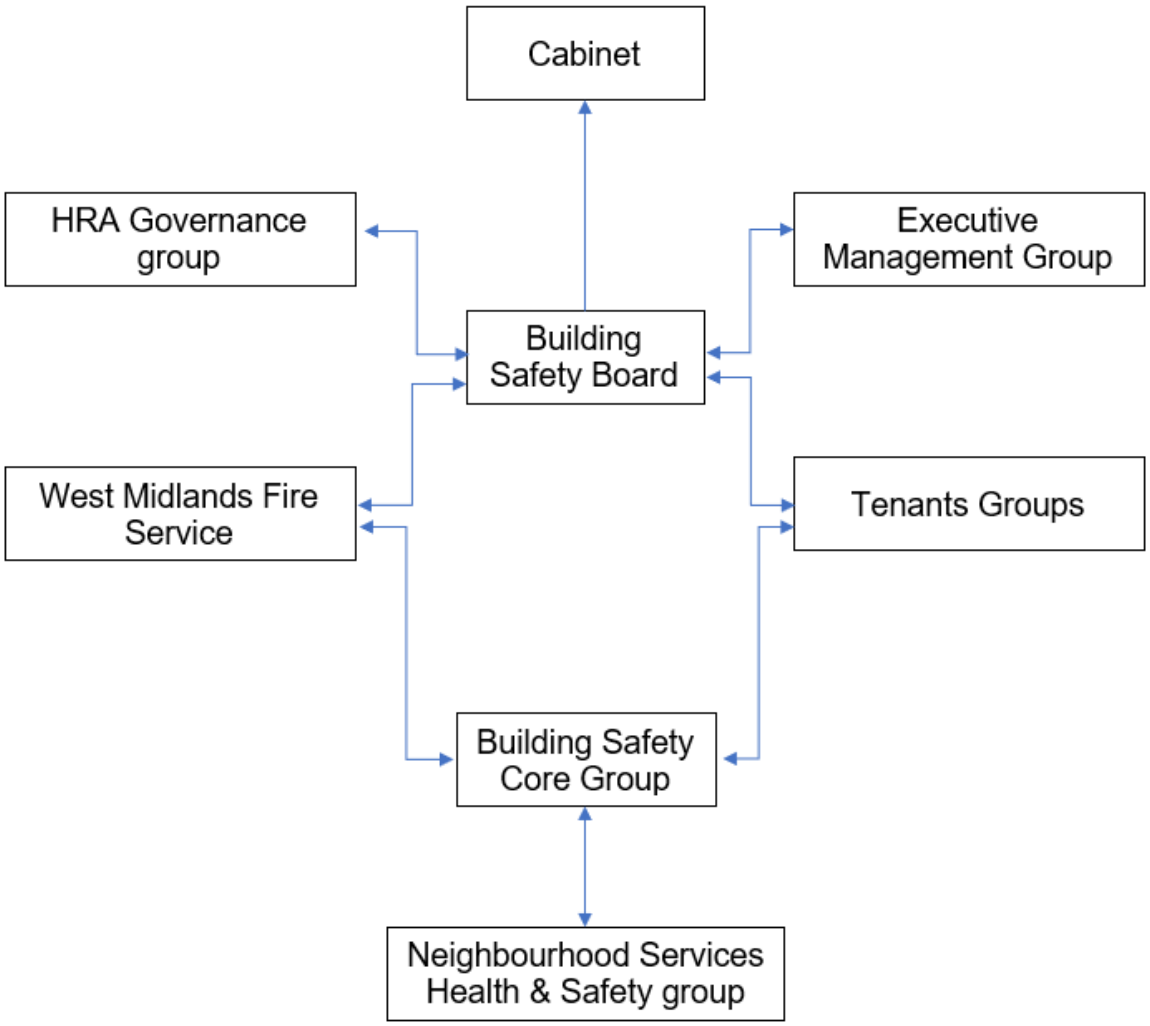
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment.

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

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

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

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



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

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

Section 1

Significant findings

The significant findings (executive summary) of the fire risk assessment include those measures that have been or will be undertaken by the responsible person in order to comply with the RR(FS)O 2005.

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	**External Envelope** Brick to 1st floor level – Ibstock Rockshield brick slips. 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)	Trivial
Section 7	**Means of Escape from Fire** There is one protected staircase that provides a suitable means of escape. All communal doors along the means of escape are self-closing FD30s fire doors with combined intumescent strips / cold smoke seals & vision panels. There are 2 final exit doors from the common area. Some flat front doors require repair or adjustment.	Tolerable
Section 8	**Fire Detection and Alarm Systems** Fire detection within flats is installed to LD1 and LD2 standard. Automatic opening vents are installed to the stairwell on floor 14. A deluge system is provided to the bin store.	Trivial

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

Section 12	**Fire Signage** Appropriate mandatory and safety signage is in place.	Trivial
Section 13	**Employee Training** All staff receive basic fire safety awareness training.	Trivial
Section 14	**Sources of Ignition** The fixed electric tests should be done every 5 years. Last EICR dated 31/07/23, recorded as satisfactory. There are no service records available for the servicing and maintenance of solar PV equipment provided for this building.	Tolerable
Section 15	**Waste Control** Regular checks by Caretakers minimise risk of waste accumulation. Refuse containers are secured within the bin store.	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. CCTV is installed.	Trivial
Section 18	**Storage Arrangements** Residents instructed not to bring L.P.G cylinders into block. There are no storage facilities available 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 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:

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

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

Section 2

People at Significant Risk of Fire

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

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

Sandwell Council 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.

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		
Housing Office Manager Rachel Price		
Building Safety Managers Adrian Jones Andrew Froggatt Carl Hill Louis Conway	**Fire Risk Assessors** Mohammed Zafeer Stuart Henley Craig Hudson	**Resident Engagement Officers – Fire Safety** Abdulmonim Khan Ethan Somaiya Hannah Russon

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

Section 4

Description of Premises

Elmcroft
Windmill Lane
Smethwick
B66 3JN

Description of the Property

This type 1 fire risk assessment encompasses Elmcroft.
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 apart from the ground floor which contains five dwellings as one dwelling (flat 5) has been repurposed as a caretakers' facility.

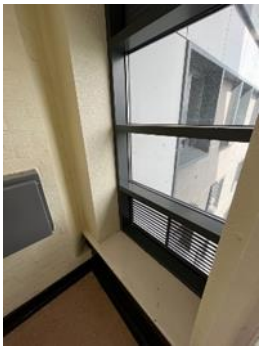
The block has a main entrance to the front elevation and a further entrance / exit located to the rear. The main entrance has a door entry system and a firefighters drop key box and both entrances have a fob reader installed.

There is a further final fire exit from the caretaker's room.

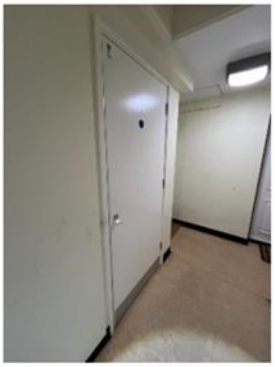
There is a single staircase which provides a sufficient means of escape. The stairwell is ventilated by AOV vents at the top of the stairwell and has openable windows on some floors.



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.

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.

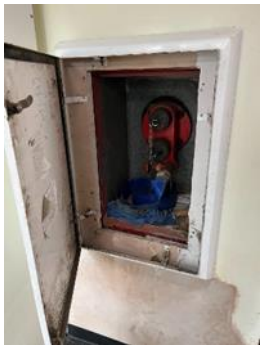
The Firefighters white box is located on the front elevation right-hand side of the main block.

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.

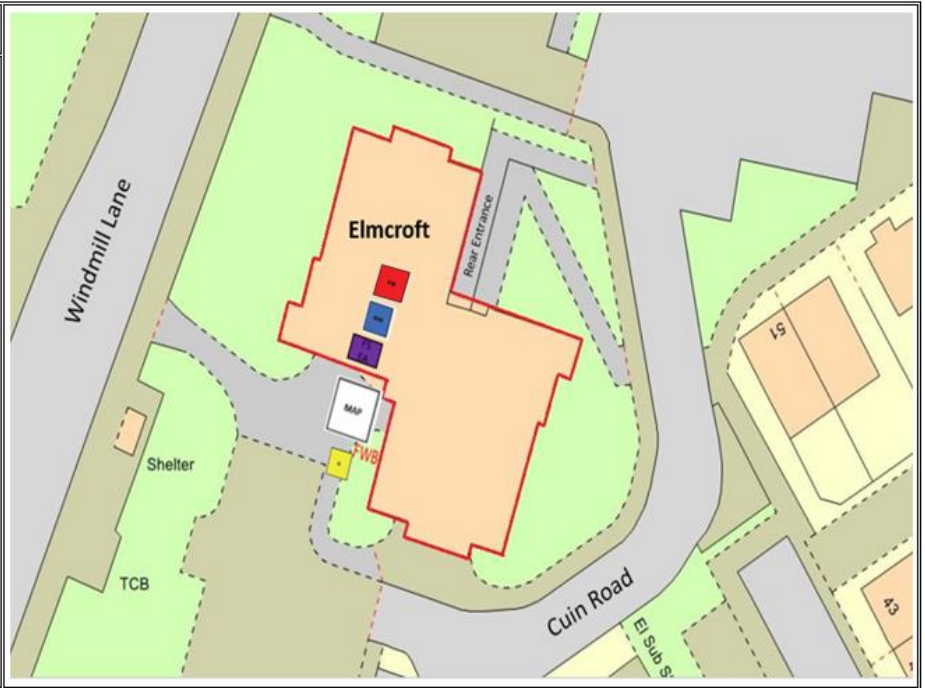


The dry riser outlets are located in the smaller left-hand flat lobbies.

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.

On arrival Information (for WMFS)

Symbols			
fire hydrant Premise Information Box Main access point Dry Riser Inlet Firefighters white box Fire Alarm Panel			
Orientation Plan	1-90 ELMCROFT, WINDMILL LANE, SMETHWICK, B66 3JN	Survey date last updated: 02/01/2024	UPRN – 000032157456 BSR Registration Number - HRB04342P5C2

Address: 1-90 ELMCROFT, WINDMILL LANE, SMETHWICK, B66 3JN	Survey date: 18/04/2023	ON ARRIVAL INFORMATION

BUILDING LAYOUT

Size: Width, breadth and height	
Construction	Brick to 1st floor level– Ibstock Rocksheild brick slips. Above 1st floor mixture of insulated Wetherby mineral wool render (Fire Classification A1) and high density Rockpanel laminate board panels (Fire Classification A1)
Number of floors	15 including ground floor
Layout	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. The ground floor consists of an entrance lobby, lift lobby , 6 flatted accommodation, caretakers office/ break room. 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. 2 lifts and 1 staircase that serve the building. The lifts serve alternate floors and the staircase serves all floors Roof /motor room accessed via a steel staircase on the 14th floor behind a steel caged area locked via a suited 54 lock. Stairwell is protected with good compartmentation provided and openable windows for ventilation 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.
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 14th 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 building 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

FIREFIGHTING SYSTEMS

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 14th floor Automatic smoke ventilation is employed, installed to the two windows at the head of the staircase on 14th floor. Each chute room contains louver vents to provide natural ventilation
Sprinkler system	A drenching system is provided to the refuse chute bin store

DANGEROUS SUBSTANCES

Location, type, and quantity	LIFT MOTOR ROOM ROOF – BITUMEN - 14 m^2 - SEALED CEILINGS TO ALL COMMUNAL LANDINGS - TEXTURED COATING - PAINT SEALED – PRESUMED – CHRYSOTILE Ceilings have been over-boarded
	FRONT ENTRANCE ROOF – ASPHALT BALCONY SURFACE - ASPHALT

SERVICES

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 1st 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 (covering lift shaft)
Refuse Chute	1
Access to Roof	Access to motor room via metal stairs leading from 14th floor then through a full height door into roof space.
Equipment on roof (e.g. mobile phone station etc)	Photovoltaic panels.

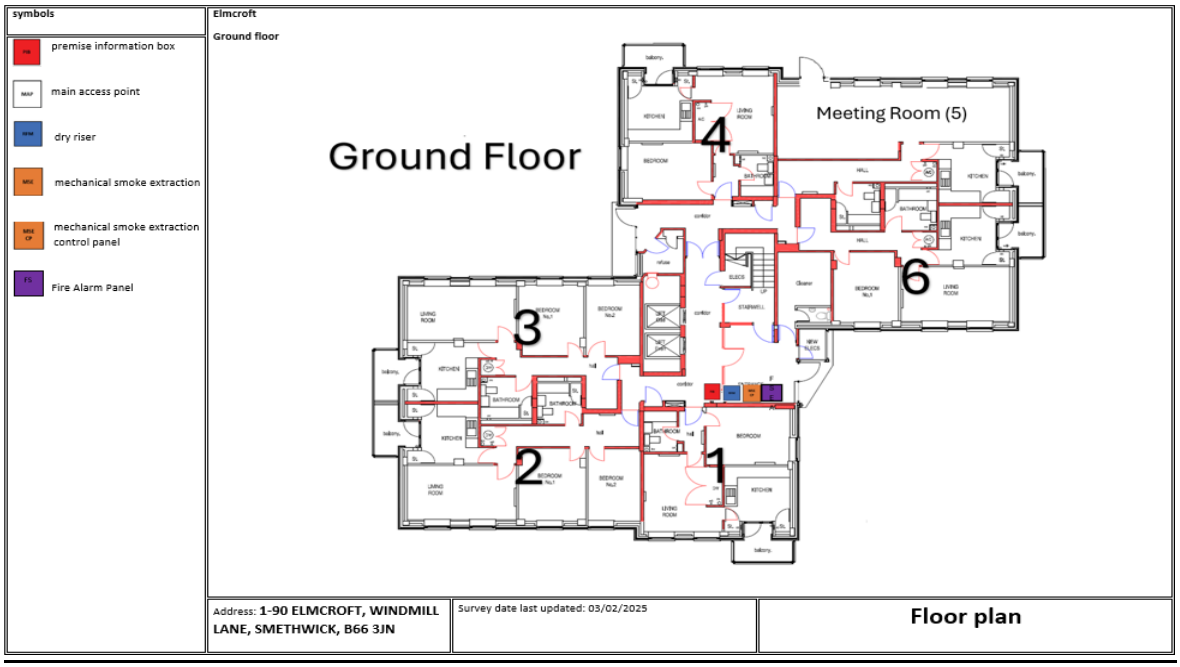
Persons at Risk
Residents / Occupants of 89 flats,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

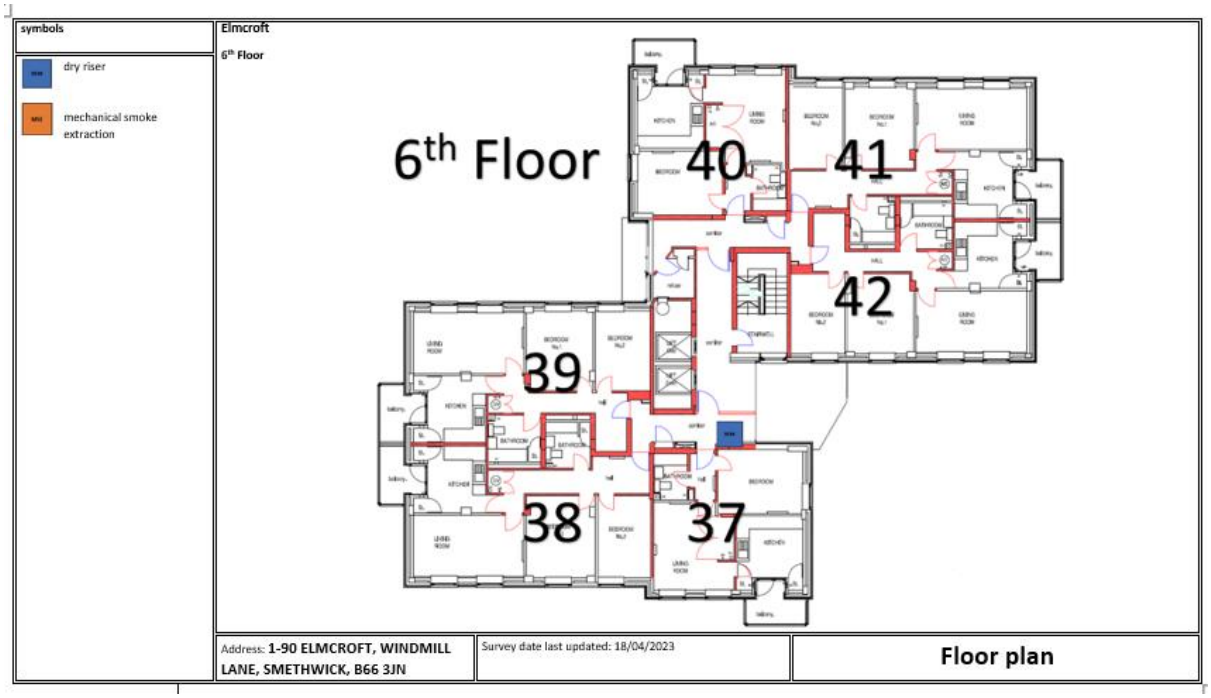
Building Plan

A typical floor layout showing horizontal lines of compartmentation.

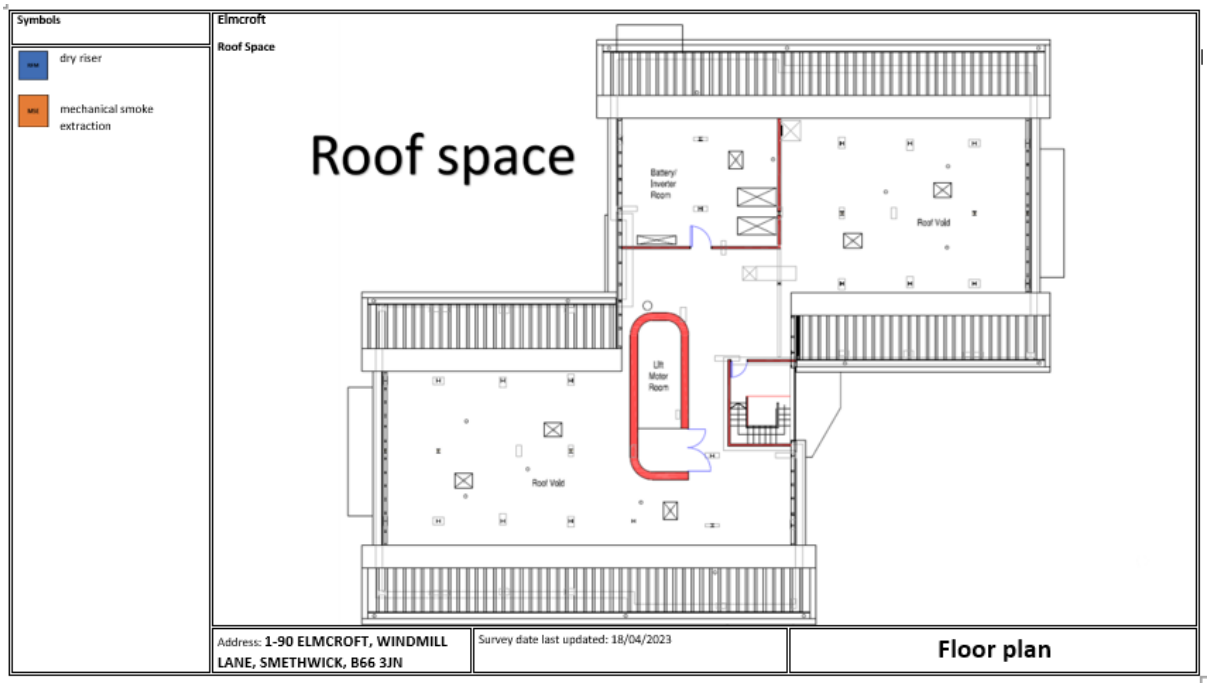
Ground Floor



Typical Upper Floor



Roof


Symbols
dry riser
mechanical smoke extraction
Elmcroft
Roof Space
Roof space
Battery/ Inverter Room
Roof Void
Lift Motor Room
Roof Void
Address: 1-90 ELMCROFT, WINDMILL LANE, SMETHWICK, B66 3JN
Survey date last updated: 18/04/2023
Floor plan

Section 6

External envelope

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

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) Elmcroft has 3 separate areas of cladding consisting of.

- Rockwool (non-combustible) insulated brickwork ground to first floor.

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

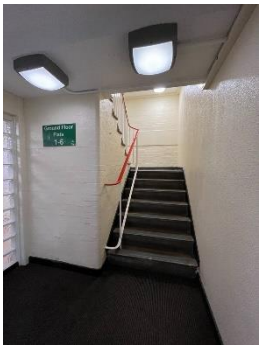
2) Each flat within the block has access to an individual winter garden balcony. These are cantilevered concrete floors with an aluminium and glass construction.

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

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. The fire exit door from the caretaker's room has panic furniture fitted.

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 14th 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 14th floor.

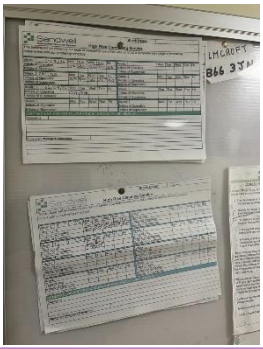


11) The chute room doors on each floor appear to be FD30s fire doors with combined intumescent strips & cold smoke seals and overhead self-closing devices. The chute room on each floor has louvres to provide natural ventilation.

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) The stairwell lobby windows on floors 13 and 10 have chipboard panels covering the frames. Presumably these chipboard panels cover damage to the windows. This damage should be repaired, and the chipboard should be removed. See Action 07/13.


14)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.



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

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

17) Service cupboards have FD30s rated doors, secured with a suited cylinder lock. Residents have been provided with a key for access to their electricity meters.

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

19) 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.

20) Individual flat doors are nominal FD30s timber doors or FD30s rated composite doors sets manufactured by: Permadoor, Hurst, Shelforce, IG or Nationwide.

Elmcroft 1-90 (O&E)	1 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	2 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	3 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Timber door	Glazed
Elmcroft 1-90 (O&E)	4 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	5 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	6 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	7 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	8 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	9 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Timber Door	Not glazed
Elmcroft 1-90 (O&E)	10 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Not glazed
Elmcroft 1-90 (O&E)	11 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	12 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Shelforce	Not Glazed
Elmcroft 1-90 (O&E)	13 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	14 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	15 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	16 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	17 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	18 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	19 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	20 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	21 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Hurst	Not Glazed
Elmcroft 1-90 (O&E)	22 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	23 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	24 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	25 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	26 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	27 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	28 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	29 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Timber door	Glazed
Elmcroft 1-90 (O&E)	30 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	31 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	32 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	33 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed

Elmcroft 1-90 (O&E)	34 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	35 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	36 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	37 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	38 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	39 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	40 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	41 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	42 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	43 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Not glazed
Elmcroft 1-90 (O&E)	44 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	45 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	46 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Timber Door	Not glazed
Elmcroft 1-90 (O&E)	47 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Timber Door	Glazed
Elmcroft 1-90 (O&E)	48 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Timber Door	Glazed
Elmcroft 1-90 (O&E)	49 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	50 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	51 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	52 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	53 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	54 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	55 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	56 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	57 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Timber Door	Glazed
Elmcroft 1-90 (O&E)	58 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	59 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	60 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	61 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	62 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	63 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	64 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	65 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	66 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	67 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	68 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	69 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	70 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	71 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	72 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	73 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	74 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	75 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	76 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	77 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	78 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Timber Door	Not glazed
Elmcroft 1-90 (O&E)	79 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	80 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	81 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Nationwide	Glazed
Elmcroft 1-90 (O&E)	82 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	83 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Timber Door	Not glazed
Elmcroft 1-90 (O&E)	84 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	85 Elmcroft;Windmill Lane;Smethwick;West Midlands;	IG Doors	Glazed
Elmcroft 1-90 (O&E)	86 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	87 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	88 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Timber Door	Not glazed
Elmcroft 1-90 (O&E)	89 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Permadoor	Glazed
Elmcroft 1-90 (O&E)	90 Elmcroft;Windmill Lane;Smethwick;West Midlands;	Nationwide	Not glazed

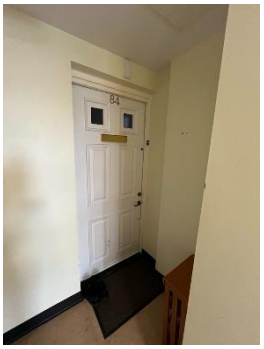
21) Flat 75 was not accessed but damage to the door leaf and door frame was noted. A new FD30s door has ordered.

22)Flat 78 was not accessed but damage to the smoke seal was noted. This damage should be repaired. See Action 07/22.

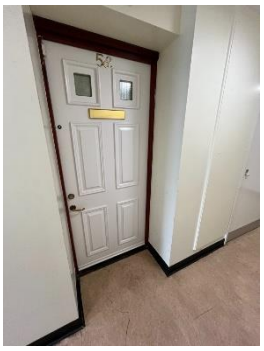
23)Access was gained to a sample of properties as part of the fire risk assessment. Best endeavours were made to inspect a 10% sample, a total of 8 doors were accessed during the FRA.

a) Flat 90 - Door is correct.

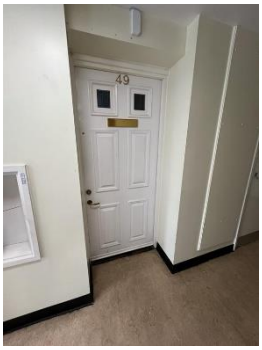
b) Flat 84 - Door is correct.



c) Flat 58 - Door is correct.



d) Flat 49 - Door frame has a paint contaminated cold smoke brush on the hinge side, requiring replacement. See Action 07/23d.

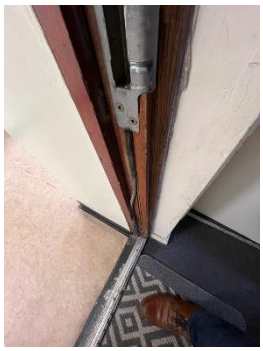


e) Flat 45 - Door leaf fails to close into its frame from the open position correctly and the smoke seal is damaged. The issues require adjustment and repair. See Action 07/23e.

f) Flat 29 - Door has an excessive latch side gap, requiring adjustment. See Action 07/23f.

g) Flat 21 – Door leaf fails to close into its frame from the open position correctly, adjustment required. See Action 07/23g.

h) Flat 16 – The frame latch side smoke seal is damaged, requiring repair. See Action 07/23h.



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.

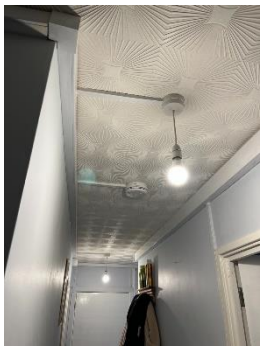
Section 8

Fire Detection and Alarm Systems

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 LD2, 84 LD2, 58 LD2, 49 LD1, 45 LD2, 29 LD2, 21 LD2, 16 LD2.



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

3) Flat 21 was accessed and it was noted that the resident had covered the smoke detectors with plastic bags and tape. The resident informed the assessor that the covers would be removed immediately. An email was sent to the Operations Manager Housing who informed the Housing Services Officer to ensure compliance has been met.

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.

5) 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 stating that the panel will be investigated for system set up and new signs fixed to the panel.

6) The flat that now contains the caretaker's facility has a common alarm system that appears to conform to BS 5839-6 with MCPs and smoke detectors. There is a detector head missing from the kitchen area. An email was sent to the Estates Services Manager to ensure this detector head is replaced.



7) A fire suppression system is provided in the refuse chute bin store; the control panel is also located within. An approved contractor maintains the system. The frequency for the maintenance checks is twice per year (April and October) of each calendar year.

Section 9

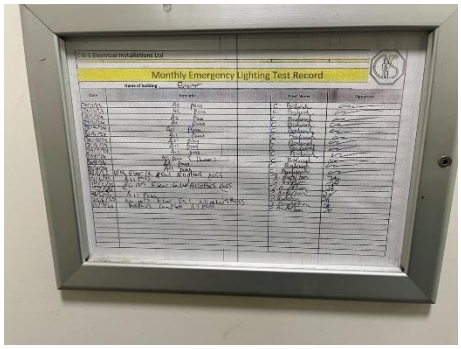
Emergency Lighting

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 and caretakers room at 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 room opening on to the main entrance foyer contains a recessed wall cabinet containing electrical equipment. This cabinet has no fire stopping at the top, where cabling enters the ceiling void. This a gap is required to be fire stopped. See Action 10/04.**


5) **The 14th floor has damaged plaster around the AOV. This damage is required to be repaired. See Action 10/05**


6) A variety of methods / materials have been used to achieve fire-stopping including Rockwool and intumescent pillows.

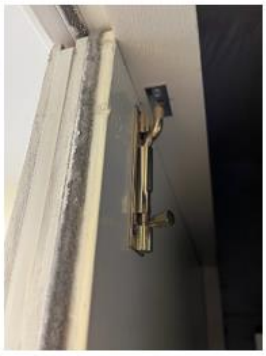
7) **Service access panels are fixed to masonry in the ceilings of corridors. The service access panels for flats 83 and 74 have been removed. These panels are required to be replaced. See Action 10/07.**

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).

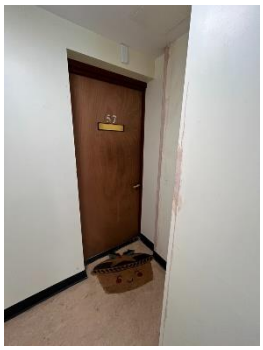
9) Electrical service cupboards have FD30s rated doors, secured with a suited lock. Residents have been provided with a key for access to their electricity meters. It is recommended that all service cupboard doors are uprated to FD30s during future building refurbishment works.

10) **The 11th floor electrical service cupboard near flats 70, 71 and 72 has damage. This damage should be repaired. See Action 10/10.**

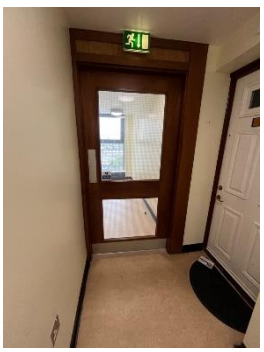
11) **The ground floor service cupboard double doors in the bin chute compartment are unsecure due to a loose shoot bolt, adjustment is required. See Action 10/11.**

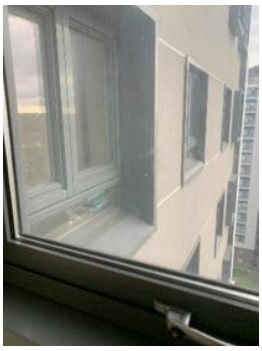
12) Individual flat doors are nominal FD30s timber doors or FD30s rated composite doors sets manufactured by: Permadoor, Hurst, Shelforce, IG or Nationwide.



13) 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.

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



Section 11

Fire Fighting Equipment

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

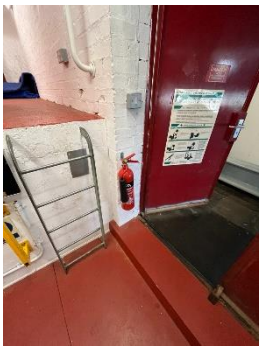

2) There is a dry riser that serves the building. The outlets are exposed and located on the communal lobby of each floor. Each exposed valve is secured with a cable tie. The caretakers check the cable tie is intact as part of their weekday inspections.

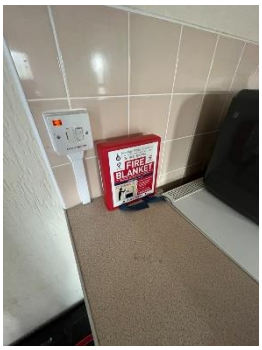
3) The dry riser is checked regularly as part of the Caretakers duties.

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, Water and fire blanket in the caretaker's room.



6) The CO2 extinguishers in the lift motor room and the PV system control room have no 'how to use' signage. The fire blanket is required to be fixed to the wall in the caretakers room (formerly Flat 5). These deficiencies are required to be resolved. 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.

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

Section 14

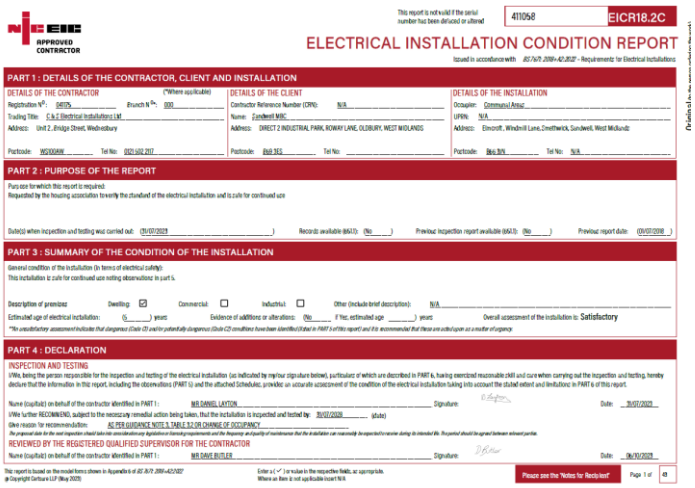
Sources of Ignition

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) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager. Sampled appliances are dated June 2025.

4) The fixed electrical installation shall be tested every 5 years. Last EICR dated 31/07/23 and marked as Satisfactory.



APPROVED CONTRACTOR

411058 EICR18.2C

ELECTRICAL INSTALLATION CONDITION REPORT

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

PART 2 : PURPOSE OF THE REPORT

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

Overall assessment of the installation is: Satisfactory

PART 4 : DECLARATION

INSPECTION AND TESTING

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR

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

6) There is a lightning protection system installed to the building. Maintenance contracts are in place for lightning conductor testing in accordance with BS 6651.

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

8) There is a food preparation area in the caretaker's room. Information given to the assessor stated that the area is used for the cold preparation and reheating of food only.

9) There is no gas supply to the block. The gas supply has been isolated and is no longer in use, though pipework remains.

10) **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.

Section 15 Waste Control

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

2) Refuse & recycling containers are emptied regularly. Refuse containers are located 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 Control and Supervision of Contractors and Visitors

1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.

2) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.

3) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the 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 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) 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

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

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

Significant Findings

Action Plan

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

Trivial ☒ Tolerable ☐

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

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

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

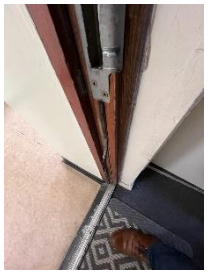
P4 Arrange and complete exceeding 6 months under programmed work

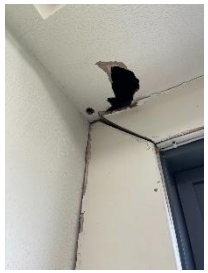
Fire Risk Assessment Action Plan

Name of Premises or Location:	Elmcroft
Date of Action Plan:	07/08/2025
Review Date:	

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
07/13	The stairwell lobby windows on floors 13 and 10 have chipboard panels covering the frames. Presumably these chipboard panels cover damage to the windows. This damage should be repaired, and the chipboard should be removed.		P3	Repairs / Glazing 3 – 6 months.	
07/22	Flat 78 was not accessed but damage to the smoke seal was noted. This damage should be repaired.		P2	Fire Rapid Response 1 – 3 months.	

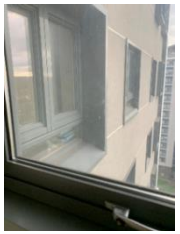
07/23d	Flat 49 - Door frame has a paint contaminated cold smoke brush on the hinge side, requiring replacement.		P2	Fire Rapid Response 1 – 3 months.	
07/23e	Flat 45 - Door leaf fails to close into its frame from the open position correctly and the smoke seal is damaged. These issues require adjustment and repair.		P2	Fire Rapid Response 1 – 3 months.	
07/23f	Flat 29 - Door has an excessive latch side gap, requiring adjustment.		P2	Fire Rapid Response 1 – 3 months.	

07/23g	Flat 21 - Door leaf fails to close into its frame from the open position correctly, adjustment required.		P2	Fire Rapid Response 1 – 3 months.	
07/23h	Flat 16 – The frame latch side smoke seal is damaged, requiring repair.		P2	Fire Rapid Response 1 – 3 months.	
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 with fire resistant plasterboard.		P3	Fire Rapid Response 3 – 6 months.	

10/04	The cleaners room opening on to the main entrance foyer contains a recessed wall cabinet containing electrical equipment. This cabinet has no fire stopping at the top, where cabling enters the ceiling void. This gap is required to be fire stopped.		P3	Fire Rapid Response 3 – 6 months.	
10/05	The 14th floor has damaged plaster around the AOV. This damage is required to be repaired.		P3	Repairs / Plasterer 3 – 6 months.	
10/07	The service access panels for flats 83 and 74 have been removed. Reinstate panels.		P3	Fire Rapid Response 3 – 6 months.	

10/10	The 11th floor electrical service cupboard near flats 70, 71 and 72 has damage. This damage should be repaired.		P3	Fire Rapid Response 3 – 6 months.	
10/11	The ground floor service cupboard double doors in the bin chute compartment are unsecure due to a loose shoot bolt, adjustment is required.		P3	Fire Rapid Response 3 – 6 months.	
14/10	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.	

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	
Fire stopping required to the internal rainwater pipes at every compartment floor level to include within roof void. *This has been captured under the scope of the refurbishment work.* Capital Project Team.	
Fire separation between the lift doors and flat entrance doors at ground floor should be considered for any future works programme.	
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.	

Signed

	Building Safety Manager	Date: 07.08.2025.
	Quality Assurance Check	Date: 11/08/2025

Appendix 1

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

Name of property: Elmcroft.

Updated: 24.07.25.

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).

Report No.:	J420886
Nature of Work:	Management Survey
Issue Date:	24/07/2025
Client Name:	Sandwell MBC (formerly Homes) Building Services, Direct 2 Trading Estate, Roway Lane, Oldbury, West Midlands, B69 3ES
UPRN:	BL53500EL03 14
Site Address:	1-90 Elmcroft, Smethwick, B66 3JN

Order Placed By:	Jon Hemming
Site Contact:	Dean Harding
Date(s) of Work:	11/07/2025
Technical Manager:	D Ely CCP (Asbestos)
Assistant Surveyor(s):	Not Applicable

Lead Surveyor:

Oliver Burt
Asbestos Surveyor

Authorised Signatory:

Paul Walters
Technical Review Officer
24/07/2025

Non-accredited activities are present within this report.

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