Fire Risk Assessment

Elmcroft



Windmill Lane Cape Hill
Smethwick
B66 3JN

Date of Inspection: 6th August 2026

Next Review: 12 Months.

Officer: Craig Hudson **Building Safety Manager**

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

Current Risk Rating = Tolerable

Sandwell
Metropolitan Borough Council

Subsequent reviews

Review date	Officer	Comments

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Section 0

Introduction, Scope & References

The Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O) 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 document has been written in accordance with BS 9792:2025 with reference to relevant UK fire safety legislation, statutory guidance, and applicable British Standards relevant at the time of the assessment.

The purpose of this FRA report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with appliable fire safety legislation; see "Applicable fire safety legislation."

The FRA considers all relevant factors necessary to form a balanced and informed judgement of fire risk within the premises. This includes consideration of the nature of the building, its use, and the profile of both current and potential occupants, including any available person centred fire risk assessments (PCFRA) & residential personal emergency evacuation plans (RPEEPS). It also considers identified fire hazards and the measures in place to eliminate or control them, alongside the existing fire protection systems and the arrangements for their inspection, testing, and maintenance. Relevant aspects of fire safety management, such as staffing arrangements and day to day operational practices, have been reviewed. Where available, the building's fire strategy has been considered, particularly where it forms part of a fire engineered solution or alternative approach to regulatory compliance.

In addition, the content of any previous fire risk assessments or external wall appraisals has been considered to ensure continuity and awareness of historical findings.

This FRA has been completed as a:

Select appropriate box.

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

The assessment included consideration of:

- External wall construction and associated attachments.
- Flat entrance doors viewed from the common areas.
- Means of escape and evacuation provisions.
- Fire-resisting compartmentation and passive fire protection measures.
- Fire detection, warning and other active fire protection systems.
- Service risers, shafts and suspended ceilings where accessible.
- Roof voids and other accessible concealed spaces.
- Firefighting facilities and Fire and Rescue Service access provisions.
- Fire safety management, maintenance and housekeeping arrangements within the common parts.

The fire risk assessment has been undertaken based on visual observations made at the time of inspection, together with a review of relevant documentation made available. In line with the principles of the Golden Thread, all information relied upon should be accurate, up to date, and appropriately recorded to ensure transparency, accountability, and ongoing building safety management.

Where elements of the premise have not been accessed, limitations are recorded within the report. Further intrusive investigation or specialist external wall assessment will be recommended where appropriate.

This FRA does **not** constitute a compliance audit, an access audit for disabled persons, or any form of investigation intended to identify latent construction defects or deficiencies in fire compartmentation. Furthermore, the FRA does not verify, test, or provide an engineering judgement on the fire resistance of structural elements, nor does it determine the potential for structural collapse in the event of fire.

Also, it does not include a fire risk appraisal of external wall systems or cladding, nor does it provide a documented fire strategy for the building.

Additionally, this assessment is not intended as a snagging inspection for new construction, nor does it serve as a general guide to fire safety or a guide to legislative duties for the responsible person.
The findings are therefore limited to observable conditions and information made available at the time of inspection.

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

This FRA complies with the above legislation which is enforced locally by West Midlands Fire Service.

If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on https://www.wmfs.net/our-services/fire-safety/#reportfiresafety.

In the first instance however, we would be grateful if you could contact us directly via https://www.sandwell.gov.uk/contact/log-complaint or by phone on 0121 569 7867.

The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation, but SMBC will as a minimum review:-

- High Risk Residential Buildings annually.
- Commercial buildings annually.
- Emergency Housing Schemes annually.
- Sheltered schemes annually.
- Other Buildings every 3 years.

The council has procedures and policies in place that will trigger a review of the fire risk assessment. This outcome will then be recorded on the fire risk assessment.

If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and published.

The Building Safety Case will be updated to reflect the latest detail/information of latest fire risk assessment.

References

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

Applicable Legislation

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

Key Guidance Documents

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

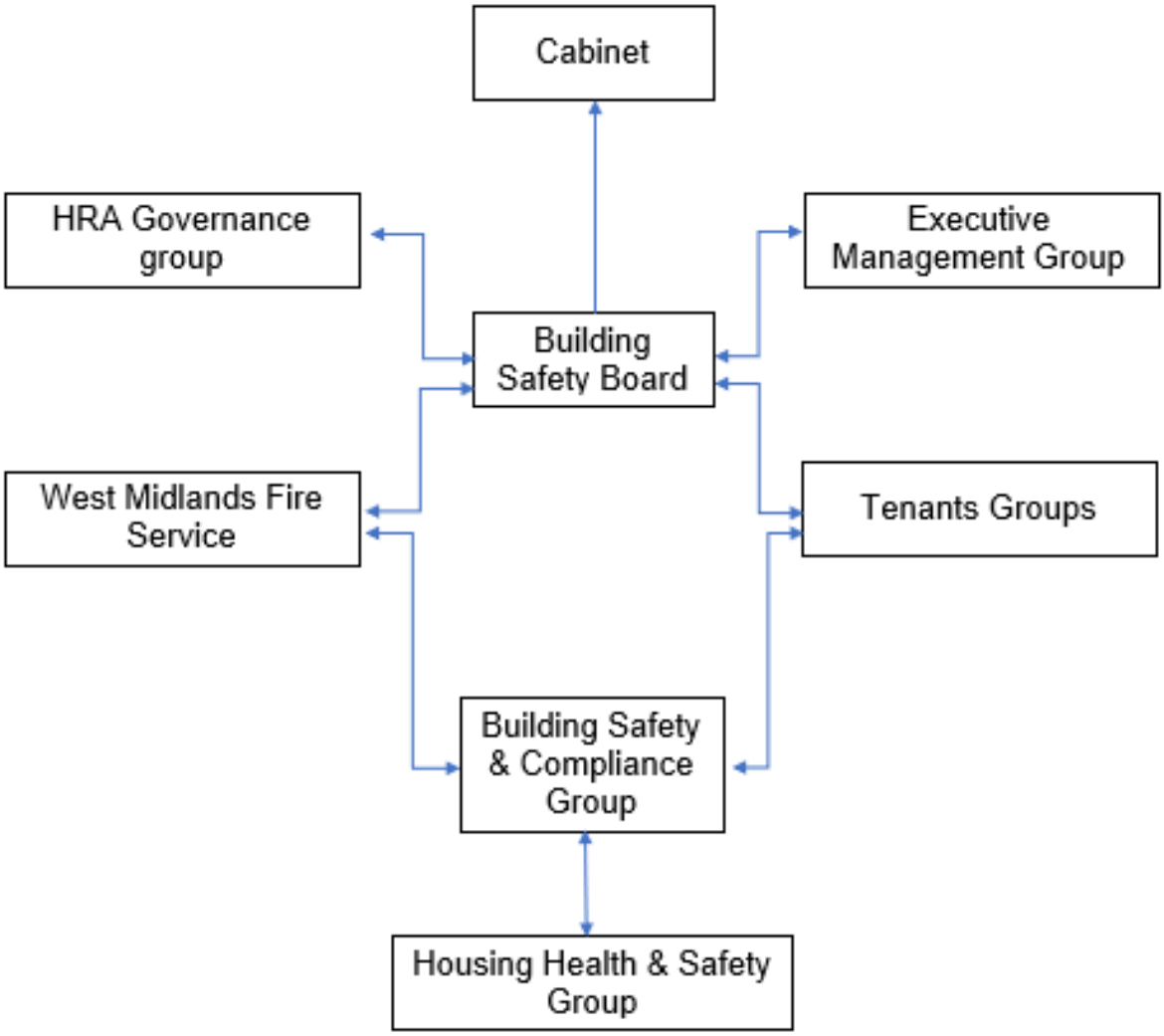
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring, and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



The above processes and procedures are overseen by the Fire Safety, Manager who reports to the Head of Building Safety

These managers attend the Building Safety and Compliance Group for scrutiny which is part of the governance structure below.

Governance Structure



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

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

Section 1

Executive Summary

The executive summary of the fire risk assessment includes 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, smoke or you have been advised by the emergency services to leave.

Section number	Section Area	Individual Risk Level
Section 6	**External Envelope** 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. 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) KAW NEER AA100 50mm Curtain Wall system with spandrel Panels.	Trivial
Section 7	**Means of Escape from Fire** There is one protected staircase that provides a suitable means of escape to all floors. Fire door at top of stairwell in to roof space requires a cylinder pull finger latch. All communal doors along the means of escape are self-closing FD30s fire doors with combined intumescent strips / cold smoke seals & vision panels. Fire door to the roof space requires a cylinder pull fitting. On the 10th and 13th floor windows are boarded up with sterling board this requires replacing or covering with a suitable fire rated product until repairs can be carried out. A child's push chair is being stored in the common area outside flat There are 2 final exit doors from the common area.	Tolerable

Section 8	**Fire Detection and Alarm Systems** Fire detection within flats is installed to a minimum LD3 standard. Further detection located on landings to operate the AOV' on the 14th floor 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. The emergency escape lighting has a central battery backup system located in the roof space. 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. Communal doors on 13th, 12th and 11th floor one side of the block have plywood fitted above the door in the transom area this requires replacing with a suitable fire rated product. Fire stopping required in the enclosed roof area around the staircase area. Fire stopping required around the Plant room.	Tolerable

	Fire stopping issues around the lift motor room rear external wall this requires fire stopping correctly. Flat entrance doors annual check was last carried out on the 10/08/2026. Fire stopping issues around rainwater pipework previously identified. A ventilation shaft to the bin storage area in the battery storage room requires capping off at roof level with appropriate structural fire stopping.	
Section 11	**Fire Fighting Access & 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 plant room in the roof space and caretaker's facility, are serviced annually. The bin store is fitted with a fire suppression system.	Trivial
Section 12	**Fire Signage** Appropriate mandatory fire safety signage is in place. Signage identifying the battery storage solar inverter room is required. Signage for the Co2 fire extinguisher in the lift motor room and electrical plant room in the roof area are required.	Tolerable

Section 13	**Employee Training** All employees are encouraged to complete 'In the line of fire' training on an annual basis.	Trivial
Section 14	**Sources of Ignition** The fixed electric tests should be done every 5 years last test completed 31/07/2023 This building has a solar installation on the roof. The isolator for the installation is in the emergency lighting central battery backup room in the roof space. There is no service contract in place for the solar PV system as highlighted in previous risk assessment. Capital investments are now dealing with this action.	Tolerable
Section 15	**Waste Control** Regular checks by Caretakers minimise risk of waste accumulation. Refuse containers are secured within the bin store at lower ground level.	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 on both final exit doors prevents unauthorised access. Perimeter lighting is in place. CCTV is in operation throughout the building.	Trivial
Section 18	**Storage Arrangements** There are no storage facilities available for residents within the communal areas. Residents instructed not to bring L.P.G cylinders into block.	Trivial

Risk Level Indicator

The following simple risk level estimator is based on commonly used risk level estimator:

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

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

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

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

Low Unusually low likelihood of fire because of negligible potential sources of ignition.

Medium Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

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

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

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

(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.)

Comments

In conclusion, the likelihood of a fire is at a medium level due to the normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls.

Some compartmentation issues have been raised in the roof area surrounding the plant room and stair well. Team meetings with management have confirmed the work will scheduled for the fire rapid response team.

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 in the residential areas (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 at least LD3 standard within flats and a Stay Put – Unless policy, do note, however the comments in the ‘Observations’ section below.

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

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.

It is understood that that building will in time undergo works, to complete fire stopping and rainwater drainage issues that had previously been identified.

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.

Section 2 People at Significant Risk of Fire

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

The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025 aim to improve the fire safety and evacuation of residents in specified residential buildings in England who would have difficulties evacuating a building by themselves in the event of a fire (relevant residents).

This may be due to a physical mobility issue, some other disability such as having a sight or hearing impairment, or a cognitive condition. The Regulations also mandate building emergency evacuation plans in these buildings.

A resident is a 'relevant resident' for the purposes of these Regulations if the domestic premises in which they reside (which must be in scope of the Regulations) is their only or principal residence; and their ability to evacuate the building without assistance in the event of a fire is compromised as a result of a cognitive or physical impairment or condition.

Resident consent

Resident consent is required throughout every stage of Residential PEEP & PCFRA's. For instance:

- The decision as to whether to participate in Residential PEEP & PCFRA's lie with the resident and they cannot be compelled to participate.
- The decision as to whether to agree an emergency evacuation statement lies with the resident.
- The decision as to whether the prescribed information can be shared with WMFS lies with the resident; sharing requires the resident's explicit consent.

The Residential PEEPs process includes a suite of measures: -

- The responsible person (typically the building owner or manager) identifying residents who need Residential PEEPs.
- A person-centred fire risk assessment – a conversation between the responsible person and the resident, if one is requested by the resident – to understand their particular risks and identify how their fire safety and evacuation can be improved.
- An emergency evacuation statement of what the resident should do in the event of a fire, (if agreed between the responsible person and the resident).
- Information for WMFS to help inform any operational response and in case they need to undertake evacuation, (but only if the resident explicitly agrees to that information being shared).
- An ongoing duty to review the person-centred fire risk assessment / emergency evacuation statement, and the building emergency evacuation plan.

These measures are set out as duties in these Regulations that the Responsible Person under fire safety legislation is legally required to meet.

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

Building Safety Managers, Resident Engagement Officers (Fire) or Fire Risk Assessors with support from a Housing Officer will conduct a PCFRA and where necessary an RPEEP following any referral or request from residents within SMBC residential properties.

When an RPEEP is in place, the relevant information will be retained 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.

There is one RPEEP’s/PCFRA’s that have been recorded in this building. These will be recorded and a suitable review date will have been set that is a maximum 12 months.

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:

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

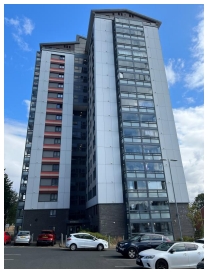
Description of Premises

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 meters. 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 override.







There is a single staircase which provides a sufficient means of escape. The stairwell is ventilated by AOV vents on the 14th floor stairwell with an override switch and has openable windows on some floors.





The communal corridors have natural ventilation by openable windows. The bin chute area on each floor has natural ventilation by means of a louvered vent.



The ground floor area also contains a cleaners storage room and another storage cupboard under the stairs.




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



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



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





The fire alarm panel situated in the main lobby area covers the lift shaft and AOV's.



The main electrical intake is situated on the ground floor by the main entrance.




The dry riser outlets are located in the left-hand flat lobbies on each floor.



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






There is a Secure Information Box (SIB) located on the ground floor in the front entrance lobby just to the left of the lifts. It is a Gerda box that utilizes 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 (RPEEP).



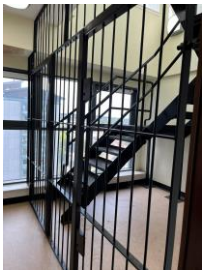
The stairwell is ventilated by AOV vents at the top of the 14th floor stairwell. The controls and repeater panel are in the ground floor lobby, and an override switch is located on the 14th floor landing.





The block is fitted with a solar photovoltaic system on the roof. The electrical plant room in the roof void houses the PV system electrical inverter and battery storage for the emergency lighting.

A steel stair case at the top of the 14th floor has been errected during the last refurbishment to enable access to the enclosed roof space this is kept secured by a locked gate. (secured with suited 54 locks) This leads to a Secured security door with a FD60s fire door behind it the roof space houses the lift motor room and the solar inverter and battery storage plant room.





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

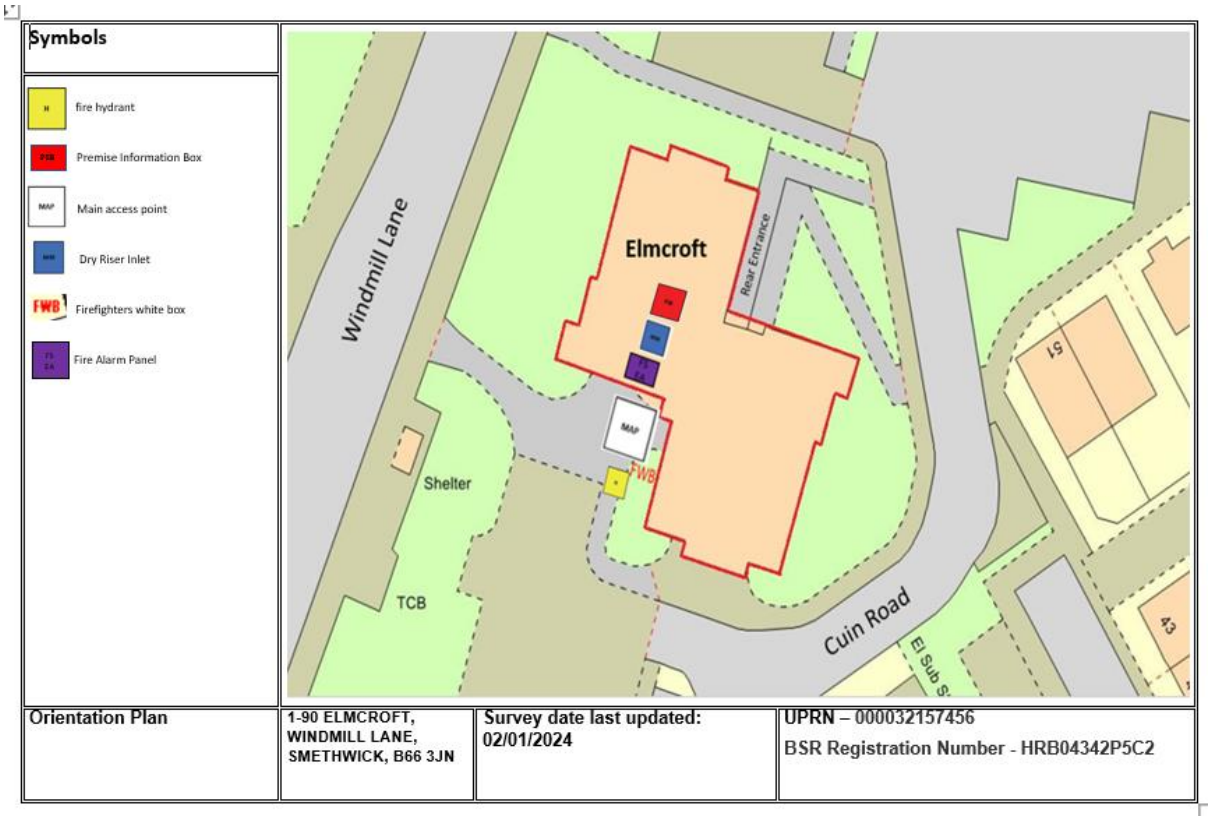


The bin store is in a small lower ground room, accessed from the rear of the block, down a ramp. This compartment contains the bin room, the control panel for the bin store deluge system and the water pumps.





On arrival Information (for WMFS)



Address: 1-90 Elmcroft, WINDMILL LANE, SMETHWICK, B66 3JP	Survey date: 20/08/2026	ON ARRIVAL INFORMATION

BUILDING LAYOUT

Size: Width, breadth and height	The block is 37.6 metres in height. For clarity, this is from the lowest adjoining ground level to the highest habitable floor level.
Construction	This detached high-rise block was designed & constructed in approximately 1965 by Wates Ltd The typical structure is constructed as a reinforced concrete frame which was cast in-situ with an RC slab supported off cast in-situ RC walls/columns which stack vertically throughout.
External Wall System	Brick to 1st floor level – Ibstock Rockshield brick slips (Fire Classification A1) with expanded polystyrene insulation (Fire Classification E) Above 1st floor Insulated Wetherby mineral wool render (Fire Classification A1) High-Density Rock Panel (Fire Classification A2-s1, d0) Kawneer AA100 Aluminium Curtain wall System / Spandrel Panels
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, 5 flatted accommodations. Flatt 5 has been repurposed as a caretakers' facility There is also a, cleaners' room, cupboard and service cupboard secured by FD60s doors. 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 serve the building. The lifts serve alternate floors, and the staircase serves all floors. The steel staircase on the 14th floor is behind a steel caged area locked with a suited 54 lock. The staircase leads to the roof void via two further locked fire doors (54 key) which houses the lift motor room and emergency lighting battery storage room / solar PV switchgear. Stairwell is protected with good compartmentation, openable windows for ventilation and AOV to the 14th. 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 doors and screens.
Lifts	2 lifts that serve alternate floors. Both lifts can be accessed from the ground floor lift lobby. Lift override switch is between ground floor lifts and facilitates firefighter recall and door controls.
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 louvre vents
Common voids	No
Access to roof/ service rooms	The steel staircase on the 14th floor is behind a locked steel caged area. The staircase leads to the roof void via two further locked fire doors which house the lift motor room and emergency lighting battery storage room / solar PV switchgear. All doors are secured with the suited 54 key contained in the fireman's white box.
Occupants	Approx. 178 based on an average of 2 occupants per flats (89 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	There is a fire alarm panel in the main entrance lobby. The alarm panel has 2 zones which reflect the actuation of the AOV's (14th floor) and the automatic lowering of the lift via smoke detection in the lift shaft. The fire alarm panel doesn't cover any other areas in the building.
Caretaker/ concierge	There is a regular caretaking & cleaning service that conducts regular checks of the building.
FIREFIGHTING SYSTEMS	
Water supplies	The nearest fire hydrant is in front of the main entrance to the building.
Fire mains	The dry riser inlet (twin valve) is the main entrance lobby, within a cabinet secured by budget locks. Dry riser outlets are available on all floors above within the flat entrance lobby, turning left from the stairwell / through the lift lobby. Outlets valves are secured in the closed position by cable tie.
Firefighting shafts	No firefighting lifts or shafts.
Smoke control vents	Automatic smoke ventilation (AOV) is installed to the two windows of the staircase on 14th floor. The Automatic AOV master reset control is adjacent to the fire alarm / repeater panel in the ground floor lobby. There is also another key switch located at the top of the stairs on 14th floor. Bin chute rooms on all floors benefit from louvre ventilation grills.
Sprinkler system	A drenching system is provided to the refuse chute bin store. In addition, in the event of a fire an automatic chute closure plate will activate at the bottom of the chute.
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 ROOF VOID FLOOR - Asphalt
SERVICES	
Electricity	The communal electricity supply can be isolated from the ground floor service cupboard in the main entrance lobby (suited 54 key). Incoming mains to flats can be isolated within the flats.
Gas	The gas risers have been de-commissioned by Cadent, so there is no live gas supply in this block.

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

The enforcing authority is West Midlands Fire Service.

High/Low Rise	High-Rise
Number of Floors	15
Height	37.6M
Approximate floor area	655 M2 Approximately
Date of Construction	1965
Construction Type	Wates
Last Refurbished	2016
External Cladding	Ibstock Rockshield brick slips (Fire Classification A1) with expanded polystyrene insulation (Fire Classification E) - ground to first floor. Wetherby mineral wool render (Fire Classification A1) Classification A1) High-density Rock panel (Fire Classification A2-s1,d0) Kawneer AA100 Aluminium Curtain wall System / Spandrel Panels
Number of Lifts	2
Number of Staircases	1
Automatic Smoke Ventilation to communal area	Yes, 14th floor Stairwell
Fire Alarm System	Yes (covering lift shaft and AOV)
Refuse Chute	1
Access to Roof	Access to roof space via metal stairs leading from 14th floor through a full height door into roof space, you will find the lift motor room and an electrical plant room.
Equipment on roof (e.g., mobile phone station etc)	Photovoltaic panels.
WMFS Audit	None
Enforcement action	No
Fire strategy	19/09/2024

Persons at Risk

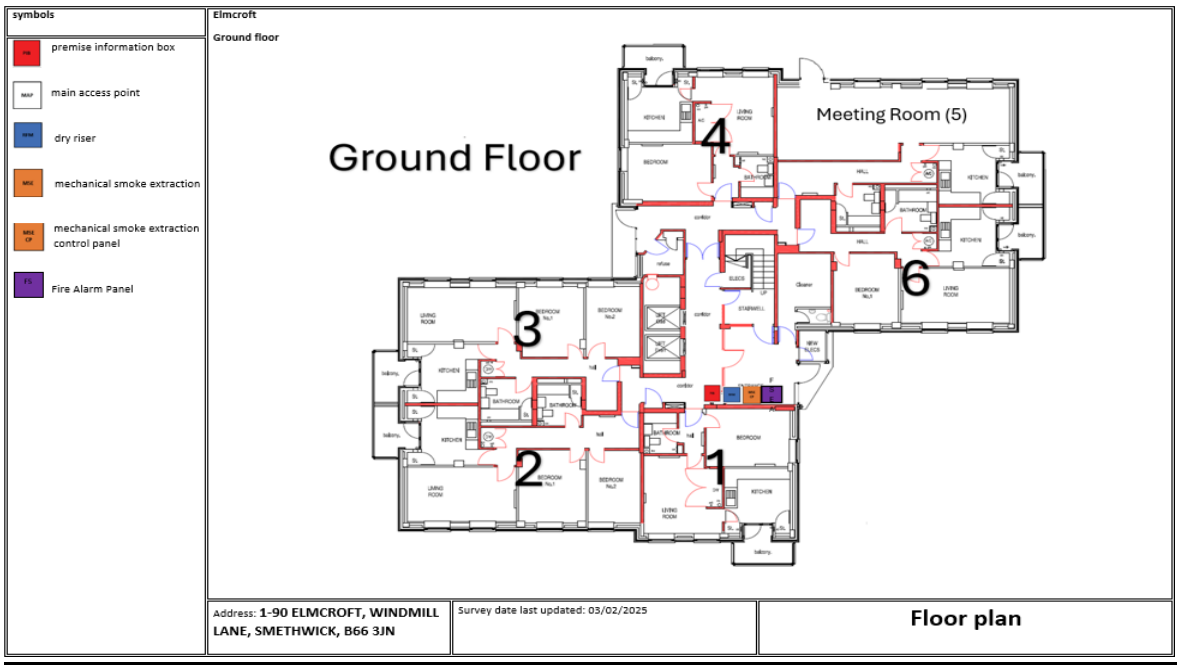
Residents / Occupants of number of 89 flats.
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g., meter readers, delivery people etc)
Statutory bodies (e.g., W.M.F.S, Police, and Ambulance)

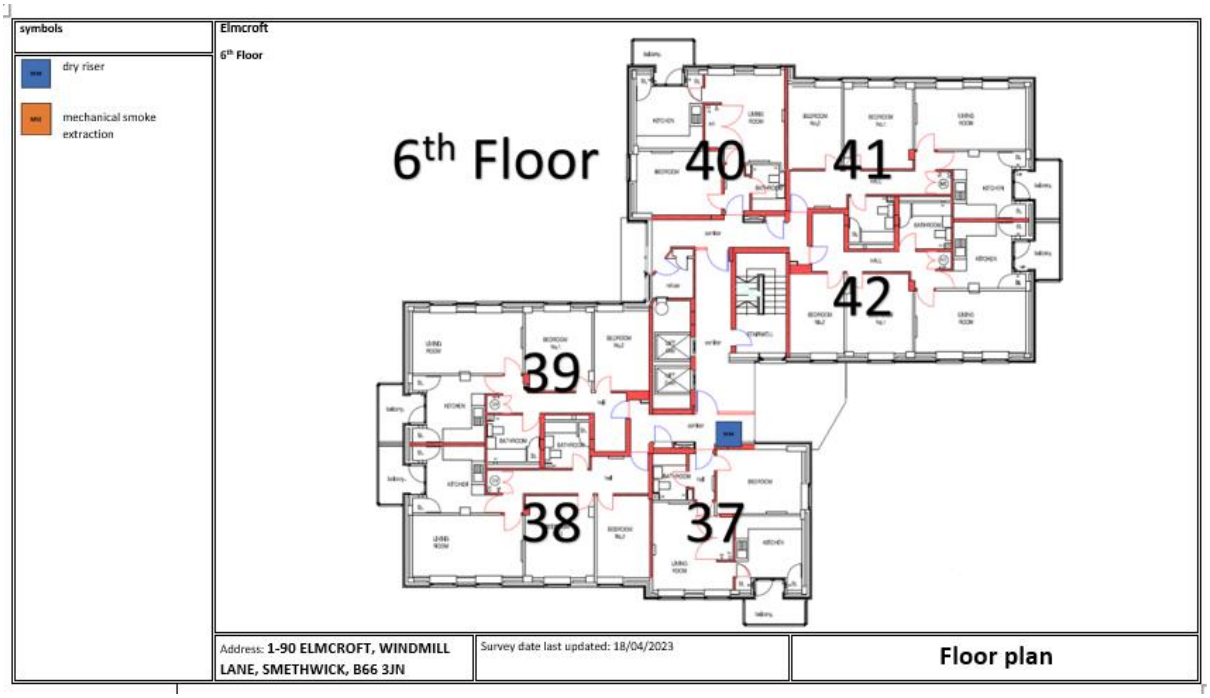
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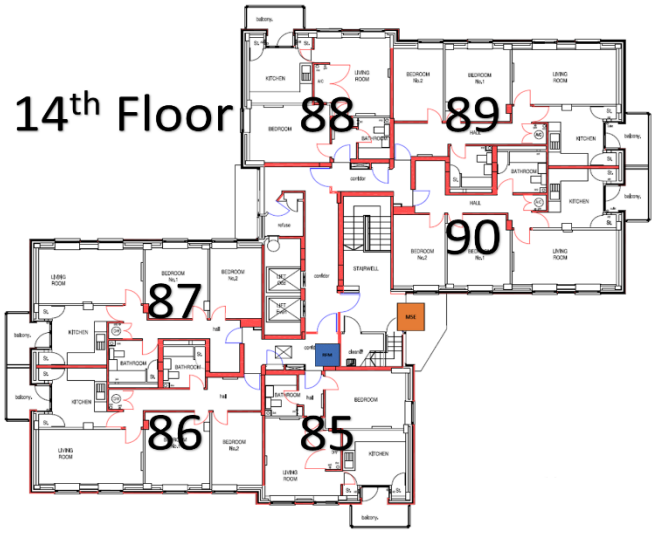
Building Plan

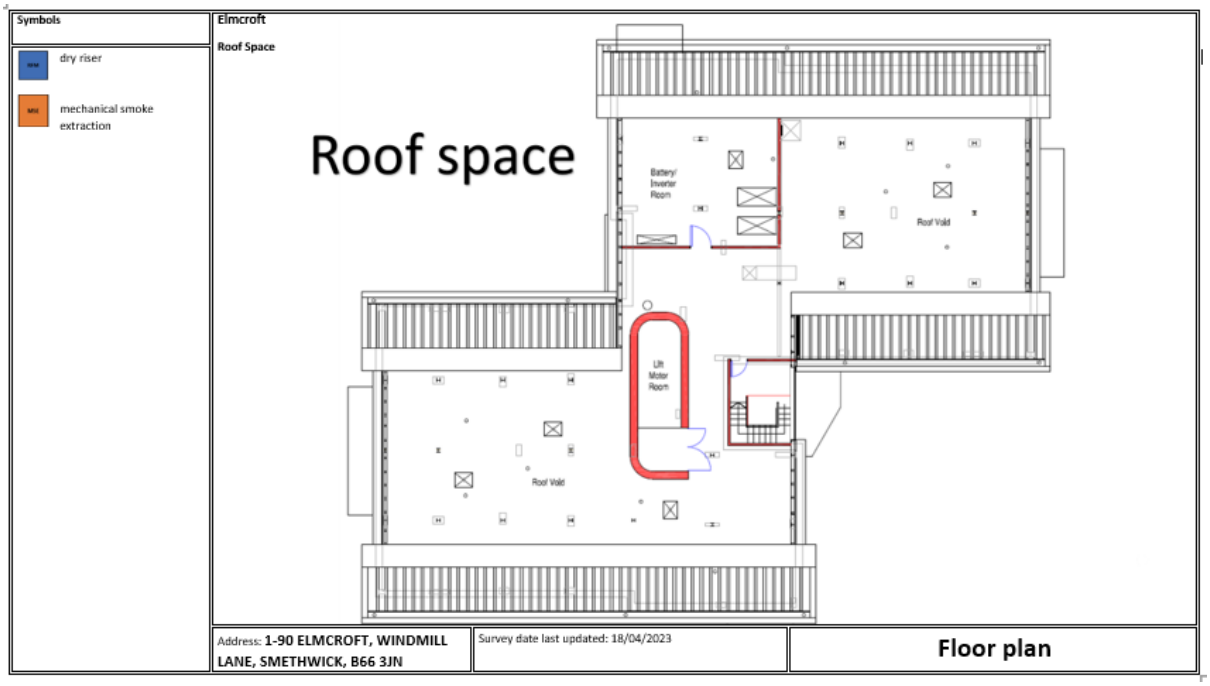
A typical floor layout showing horizontal lines of compartmentation, emergency lighting, fire detection is attached and AOVs etc.

The plans have been shared with WMFS electronically via their portal.





Symbols	Elmcroft 14th Floor		
RFM dry riser MSE mechanical smoke extraction			
	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 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.

Firntec Building Compliance were appointed to carry out External Wall Assessments of Sandwell Metropolitan Borough Councils Higher Risk Buildings (FRAEW)

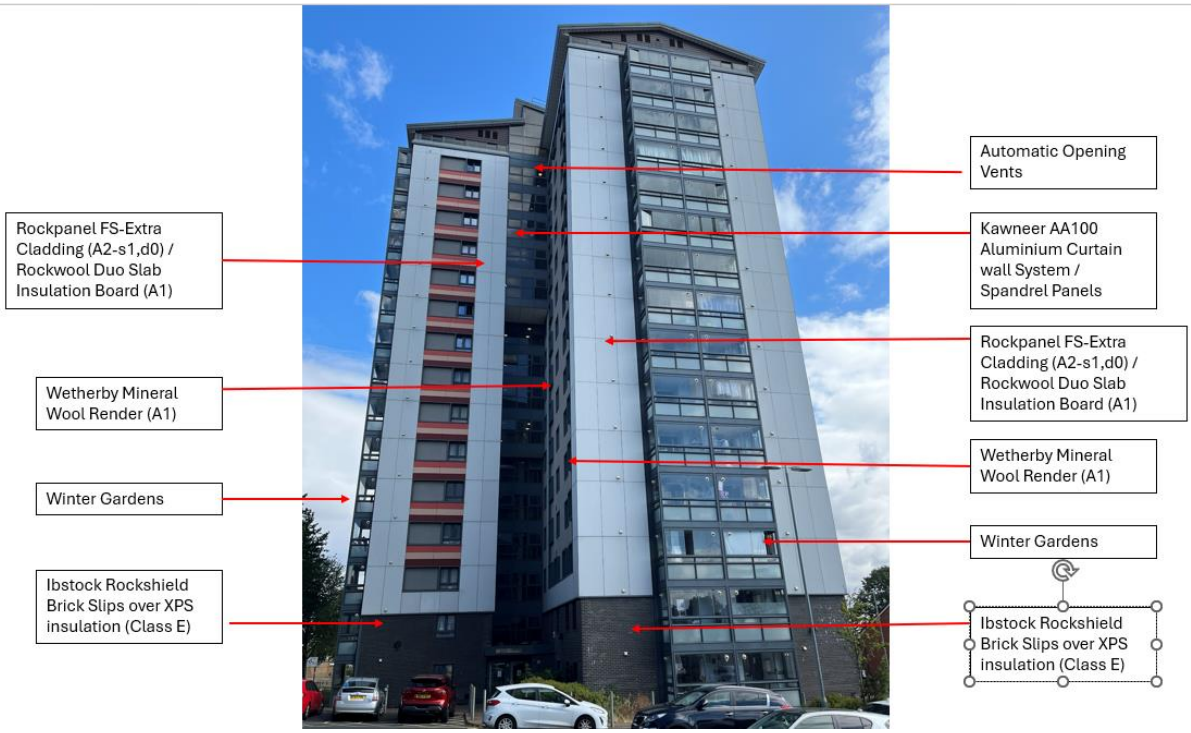
An External wall survey (PAS9980 step1) was completed on the 20/08/2024 This FRAEW was undertaken by Firntec Building Compliance and is suggested to be reviewed on the 20/08/2025.

Following the survey an intrusive fire risk appraisal (PAS9980 steps 2-5) was conducted on the 23/11/2024 with suggested review date of 23/11/2029. The findings of the survey deemed the overall risk of the building to be Low with no recommendations.

In addition to the previous external wall survey, other blocks on the same footprint that were refurbished at the same time using similar materials have had further inspections have taken place, some latent defects were identified, during the inspections, which are believed to be some cladding Panels cracking on the corners. Further inspections will include Elmcroft.

These defects have not adversely affected the integrity, stability or security of the cladding system. However, plans are being developed to undertake further investigative surveys to establish the extent and cause of the cracking, with a view to determining and implementing any necessary remedial works.

Below is a breakdown of the materials used within the external envelope and, as part of the external wall system of Elmcroft.



1) Elmcroft has 4 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.

- Wetherby mineral wool render (Fire Classification A1)

- High-density Rock panel (Fire Classification A2-s1,d0)

- KAW NEER AA100 50mm Curtain Wall system with spandrel Panels.

External Wall Systems and Attachments on the Building

9 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 (Y7EPLC)	Positive	Low
Wall Construction Wall Type 2 - render over mineral wool (D9PJX4)	Positive	Low
Wall Construction Wall Type 3 - brick slips over XPS insulation (6JP7G9)	Neutral	Medium
Penetration Ventilation (BF6B2Q)		
External Window Top, Mid, Side Hung Casements (V7VTYJ)	Positive	Low
External Door Single Leaf Entrance Doors (SWA23R)	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 with no recomendations, 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.

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 outer frames with timber cores.





4) Some communal windows open without the use of a key.

5) Front and rear entrance doors are controlled by a fob system with a firefighter switch.







Section 7 Means of Escape from Fire

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

2) No access was gained individual flat doors for the purpose of a fire door inspection. Annual non-intrusive flat entrance door checks are carried out by our fire rapid response team. The last date the annual checks were carried out was 10/08/2026. And recorded electronically by SMBC, any doors that they were unable to be accessed will be contacted and rebooked in.

3) From a visual inspection of flat entrance doors during the assessment there were several doors identified that needed a repair or maintenance. Defects identified have been recorded by the Fire Rapid Response team.

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



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

6) The fire door at the top of the stairwell leading into the roof space requires a cylinder pull finger latch to help close and lock the door. See Action 7/6

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

8) The communal landing / staircases are protected by use of self-closing FD30s fire doors with vision panels & intumescent strips / cold smoke seals.



9) 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).





10) All communal fire doors are subject to a 12-week check by the Fire Safety Rapid Response Team.

11) **The transom section to a number of communal FD30s doors on floors 13,12, 11 & 10 appears to be boarded with plywood and on one side only. It cannot be determined if this is equal to the fire resistance of the door set. The ply should be replaced with a hardwood material as per the remainder of communal fire doors within the building or a suitable alternative to maintain 30 minutes fire resistance. See Action 7/11.**



12) 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.




13) Automatic smoke ventilation is employed. This is tested, inspected and maintained by a competent contractor in accordance with BS7346. The frequency for the maintenance checks is twice per year (April and October) of each calendar year.

14) 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.





15) Communal windows on the staircase are timber frames with double glazed units which are openable without the use of a key.



16) Communal windows in the common area can be locked by use of a key, but all windows checked were able to be opened.




17) The communal windows located on the 10th and 13th floors remain boarded over with sterling board. This issue has been identified in previous fire risk assessments; however, no confirmed timescale for the necessary repairs has been provided to date. In the interim, it is recommended that a fire-resistant Supalux board is installed over the existing sterling board to improve the fire performance of the temporary repair until the windows can be reinstated. See Action 7/17.



18) Service cupboards in chute rooms have FD30s rated doors, secured with a suited cylinder lock. Service cupboards in lobby's have secured FD60s doors.



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



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



21) 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.



22) A chest of draws had been stored in the common area outside flat 78. I spoke to the resident to explained that it could not be stored in this area. A spot check was carried out next day to make confirm it had been removed.



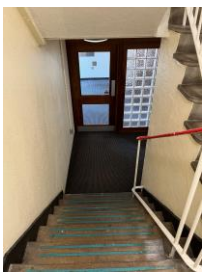
23) A push chair is being stored outside Flat 61 on the tenth floor this is blocking the dry riser; an email was sent to the housing manager on the 13/08/2026 to talk to the resident as this was previously identified on a previous risk assessment.



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



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





26) The two final exit doors have a door entry system installed. These systems are designed to failsafe i.e. in the event of a power failure the door will unlock. This helps prevent residents being locked in or out of the building.





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 and the community room. The equipment is subjected to a cyclical test.

2) Smoke detectors located within the means of escape are to operate the Automatic Opening Vents in the stairwells.

3) AOVs are in the 14th floor staircases; control switches are located on in the ground floor lobby area and the 14th floor.

4) Based on a sample of properties, previous risk assessments and via SMBC's Job Manager system, the smoke alarms within resident's flats are installed to a minimum of an LD3 Standard.

Flat 58 - Detectors in Hallway, Lounge, Kitchen. (LD2)
Flat - Detectors in all rooms except wet rooms. (LD1)

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

5) There is no effective means for detecting an outbreak of fire to the residential communal areas. The reason for this is:

I. Such systems may get vandalised.
II. False alarms would occur.
III. A Stay Put - Unless policy is in place.

6) A deluge system is provided to the refuse chute bin store. The control panel is located within the lower ground floor. There is a warning beacon on the outside of the building, monitored by CCTV.

An approved contractor maintains the system. The frequency for the maintenance checks is twice per year. (April and October).



7) There is an automatic fire alarm panel in the ground floor entrance foyer. This panel is showing two zones but has no zone plan present. This remains an issue following the previous FRA**.**

Emails have been previously sent to the electrical department to investigate and resolve this point. Email resent to electrical department 27/08/2026, and reply received they are awaiting an update to the drawings to the ground floor, thirteenth floor and roof space.

The panel is believed to serve the AOV detectors only present in the stairwell and lift shafts, and that following the refurbishment of the block the panel was labelled as such.





8) 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.





Section 9 Emergency Lighting

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



2) The emergency lighting units are provided to the communal landings, stairs and lift motor room and caretakers room at ground floor.

3) The emergency lighting central battery system is situated in the roof space in the dedicated plant room with the solar inverter.



4) The plant room is airconditioned to keep a controlled temperature for the battery storage, the air-conditioning units a serviced twice a year with the certificates being stored electronically by SMBC.



5) All installed emergency lighting equipment is checked and tested in accordance with BS 5266:2025 by Sandwell MBC in house electrical team or an approved contractor.



6) An annual 3 hours drop down tests are also carried out and recorded; the last test was carried out in June 2025. An email was sent to the electrical team that confirmed the test is booked in.

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 minimum 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls.

2) **Fire stopping issues were identified around the lift motor room with expanding foam used to seal gaps, this requires removal and a suitable fire stopping product used, See Action 10/2.**





3) Following the comprehensive refurbishment in 2016 the staircase was extended upwards into the newly pitched roof void. Nominal gypsum plasterboard has been used in this process; This serves as part of the means of escape for Contractors working in this area, as such it has been deemed as inadequate. Several holes around penetrations were also identified.

4) **Following discussions with the management team the wall will be upgraded to ensure the staircase provides a minimum of 60 mins fire resistance. See Action 10/4.**

5) **The staircase walls have some fire stopping issues with pipe work, cables and cable tray penetrating the wall system with no fire stopping carried out, a suitable fire rated product should be used to firestop all pipework, cables and cable tray, See Action 10/5.**

6) The plant room (walls & ceiling) has been constructed from aluminium studding and gypsum plasterboard. It is thought that the 70mm Aluminium Metal C stud/framework has been clad with plywood and overlaid with nominal plasterboard. Currently this system does not provide a min of 60 mins fire resistance. The door to access the plant room is an FD60 fire door

7) **It has been agreed with the management team that the wall & roof linings of the plant room will be upgraded with a suitable cement board that provides 60 mins fire resistance. See Action 10/7**

8) **The electrical plant room has some fire stopping issues identified around the cables and cable tray penetrations these require fire stopping with a suitable fire rated product, see action 10/8.**







9) It was noted that the electrical plant room has been built on top of the old asphalt roofing cover. Once the rainwater issues have been resolved it is recommended that the roof lining ids removed from inside the plant room. See observations.

10) **Inside the plant room an uncapped shaft is present that is believed to lead to the bin room and should have been capped of during the last refurbishment, this has been discussed with management and decide that an external contractor will be appointed to undertake a compartmentation survey of the building. See Action 10/10.**

11) **Small hole next to SIB in ground floor requires fire stopping. See Action 10/11.**



12) Glazing between the communal stairwell and the flatted accommodation and the lobby areas are in close proximity, less than 1.8meters**,** compensatory measures such as sprinklers should be considered being installed to flats should any refurbishment take place in the future. See observations.



13) On the ground floor in the lift lobby area consideration should be taken to fit a cross-lobby door to the left-hand side of the lift area to separate the lift lobby from the flatted accommodation, should any major refurbishment take place in the future. See observations.



Section 11

Fire Fighting Access & Equipment

1) Access to Elmcroft for fire appliances can be gained via Windmill Lane into Poplar Street then into Cuin Road. All roads are tarmac.



2) The nearest Hydrant is outside the front entrance situated in the footpath.



3) The dry riser inlet is located in the main entrance lobby directly Infront of the main entrance, this is easily accessible and approximately one hose length away from a fire appliance.





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

5) Maintenance contracts are in place to service the dry riser valves twice per year (April and October) with a hydraulic test undertaken annually (October) to comply with the requirements of BS9990

6) 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.



7) Smoke control ID switches are located on the ground floor lobby area adjacent to the fire alarm panel with another control switch on the 14th floor landing area.





8) 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.







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



Section 12

Fire Signage

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



2) **The C02 extinguisher in the lift motor room requires ID & how to use signage. See action 12/2.**



3) **The C02 extinguisher in the electrical plant room in the roof space requires ID & how to use signage. See Action 12/3**

4) Fire Action Notices are displayed throughout the building.



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

6) Yellow LPG warning signs are displayed within the lift car.



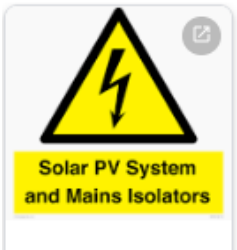
7) Signage illustrating the floor location of each flat is fitted to the ground floor lobby wall.



8) Photoluminescent wayfinding signage illustrating floor level and flat numbers are fitted to the walls on all floors adjacent the lift car's and to the wall of each landing on the communal staircase. Signage that meets the requirement of ADB and Fire Safety (England) Regulations 2022.

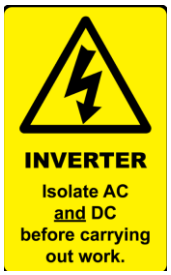


9) **Warning signage for PV solar System should be displayed on the plant room door in roof space. Example below. See Action 12/9.**



10) **Warning signage for the Central Battery System should be displayed on the plant room door See action 12/10.**





Section 13

Employee & Resident Training/Provision of Information

1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke ‘Fire Safety in High / Low Rise Flatted Accommodation’ Video.

2) All employees are encouraged to complete ‘In the line of fire’ training on an annual basis.

3) Staff undertaking fire risk assessments on High Rise buildings are qualified to a minimum of Level 4 Diploma in Fire Risk Assessment.

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

5) 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.

6) Information regarding building safety and fire safety is contained within a Building Safety Notice and fire notice. These are fixed to the wall in the ground floor lift lobby area.





7) Information regarding use of fire doors is provided to residents.



8) Information regarding the Stay Put Unless fire evacuation strategy is provided to residents.



9) The Building Safety Team surveyed residents of Elmcroft during May 2025 and visited every flat on Wednesday 28th May 2025. Residents who were not available also had the option to complete the survey online or postal return.

- 31% (28) of households have given us their feedback. Of those responses.

- 89% (25) of households agreed that they feel safe in their own home.

- 75% (21) of households agreed that they feel safe within the communal areas of the block 93% (26) of households who responded confirmed they are happy with how often the smoke alarms are checked by Sandwell Council.

10) SMBC will use a range of methods to communicate with the residents of St Giles Court about building safety. This may include:

- At the start of a tenancy
- Homecheck visits
- A change in leaseholder
- Sandwell Council website
- My Sandwell portal/APP
- Notice boards
- Text
- Email
- Letter
- Face to Face visits

- Pop-up sessions to talk about building safety Video Workshops

11) The Resident Engagement Strategy for Elmcroft will be reviewed in 12 months to include current details and any emerging topics.

Section 14

Sources of Ignition

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

2) Signs of smoking in roof space email sent to building safety manager to remind contractors of no smoking policy and to add extra no smoking signage.

3) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.

4) 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.

5) The fixed electrical installation shall be tested every 5 years. The last inspection was recorded as satisfactory and completed on 31/07/2023.

6) The last EICR on the caretaker's facility was carried out on the 06/02/2026 and was recorded as satisfactory.

7) The air-conditioning units in the roof space used to cool the battery storage room are on a service contract and get serviced at regular intervals, they were last February 2026.

8) The fans situated in the roof space which facilitate airflow through the building are on a service contract and get serviced regularly the last service was carried out on the 05/03/2026.

9) The Solar inverter is situated in the battery storge room in the roof space. It was raised on the previous risk assessment that no service contract was in place for the solar panels and inverter. An email was raised with capital investment 12/08/2026 who are in the process of sourcing a contractor and undertaking condition reports on the install including the battery storage system.

10) The emergency lighting central battery supply is situated in the roof space in the battery storage room. The last 3-hour battery drop test was carried out on the 27/06/2025. An email was sent to our electrical team who confirmed the test is booked in to be completed.

11) The last monthly test recorded on the emergency lighting system was on 03/07/2026, which was a one-hour test.

12) There is lightening protection installed to the block. Maintenance contracts are in place for lightning conductor testing in accordance with BS 6651 and certification is kept electronically by SMBC.

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

14) Flat 5 is a repurposed as a caretakers' facility. All electrical equipment in the facility is pat tested on a regular basis.

15) There is no facility provided at Elmcroft for the use of charging Electric Motor Vehicles.

Section 15

Waste Control

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

2) Refuse containers emptied regularly and stored underneath the ground floor behind a motorised roller shutter door. Keys for the roller shutter door are stored in the firefighter's box on the front of the building.

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

4) 'Out of Hours' service is in place to remove bulk items.

5) Contractor waste material has been left in the roof space an email has been sent to the caretaking team on the 14/08/2026 to have this removed ASAP.






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 – in order to monitor, review and share any new information including any new risks.

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

    d) Final Contractor review on completion of works undertaken.

Section 17

Fire Precautions

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

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

3) CCTV has been installed throughout the building and covers all floors, stairs, lifts and external areas. 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 building is well illuminated.

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

Section 18 Storage Arrangements

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



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

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

4) No store cupboards are available to tenants.

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

Section 19

Additional Control Measures. Fire Risk Assessment - Action Plan

Significant Findings

Action Plan

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

Trivial: ☒ Tolerable: ☐

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

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

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

P4 Arrange and complete exceeding 6 months under programmed work



Fire Risk Assessment
Action Plan



Name of Premises or Location: Elmcroft Smethwick

Date of Action Plan: 28/08/2026

Review Date:

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/6	The fire door at the top of the stairwell leading into the roof space requires a cylinder pull finger latch to help close and lock the door.		P3	3-6 Months Fire Rapid Response Team	

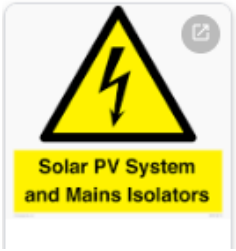
7/11	Communal fire doors on the 10th, 11th, 12th and 13th floor require attention to the transom area as it appears to be plywood has been used, this requires replacing with a suitable fire rated product (supalux).		P3	3-6 Months Fire Rapid Response Team	
7/17	The communal windows located on the 10th and 13th floors remain boarded over with sterling board. This issue has been identified in previous fire risk assessments; however, no confirmed timescale for the necessary repairs has been provided to date. In the interim, it is recommended that a fire-resistant Supalux board is installed over the existing sterling board to improve the fire		P3	3-6 Months Fire Rapid Response Team	

	performance of the temporary repair until the windows can be reinstated.				
10/2	Fire stopping issues were identified around the lift motor room with expanding foam used to seal gaps, this requires removal and a suitable fire stopping product used.		P3	3-6 Months Fire Rapid Response Team	

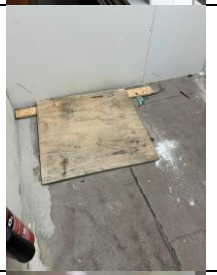
10/4	Following discussions with the management team the wall will be upgraded to ensure the staircase provides a minimum of 60 mins fire resistance.	N/A	P4	exceeding 6 months under programmed Head of Compliance	
10/5	The staircase walls have some fire stopping issues with pipe work, cables and cable tray penetrating the wall system with no fire stopping carried out, a suitable fire rated product should be used to firestop all pipework, cables and cable tray		P3	3-6 Months Fire Rapid Response Team	
10/7	It has been agreed with the management team that the wall & roof linings of the plant room will be upgraded with a suitable cement board that provides 60 mins fire resistance.	N/A	P4	exceeding 6 months under programmed Head of Building safety & Compliance	

10/8	The electrical plant room has some fire stopping issues identified around the cables and cable tray penetrations these require fire stopping with a suitable fire rated product.		P3	3-6 Months Fire Rapid Response Team	
10/10	Inside the plant room an uncapped shaft is present that is believed to lead to the bin room and should have been capped of during the last refurbishment, this has been discussed with management and decide that an external contractor will be appointed to undertake a compartmentation survey of the building.		P4	exceeding 6 months under programmed Head of Building safety & Compliance	

12/11	Small hole next to PIB in ground floor requires fire stopping.		P3	3-6 Months Fire Rapid Response Team	
12/2	The C02 extinguisher in the lift motor room requires ID & how to use signage.		P3	3-6 Months Asset Management	
12/3	The C02 extinguisher in the electrical plant room in the roof space requires ID & how to use signage.		P3	3-6 Months Asset Management	

12/9	Warning signage for PV solar System should be displayed on the plant room door in roof space.		P3	Asset Management 3-6 Months	
12/10	Warning signage for the Central Battery System should be displayed on the plant room door.		P3	Asset Management 3-6 Months	
12/11	Small hole next to PIB in ground floor requires fire stopping.		P3	3-6 Months Fire Rapid Response Team	

When undertaking future improvement program(s), it is advised that the observations listed below should be given consideration (noting that the safety of the residents is not jeopardised by these, and all steps to reduce any known risks have been taken).

Observations		
Glazing between the communal stairwell and the flatted accommodation and the lobby areas are in close proximity, less than 1.8meters**,** compensatory measures such as sprinklers should be considered being installed to flats should any refurbishment take place in the future		
It was noted that the electrical plant room has been built on top of the old asphalt roofing cover. Once the rainwater issues have been resolved it is recommended that the roof lining ids removed from inside the plant room.		
On the ground floor in the lift lobby area consideration should be taken to fit a cross-lobby door to the left-hand side of the lift area to separate the lift lobby from the flatted accommodation, should any major refurbishment take place in the future.		
Remedial work to redirect rainwater pipe work from winter gardens is with the Capital Project Team. This work is being progressed through the appropriate design and approval processes and remains subject to the requirements of the Building Safety Regulator Gateway process.		

During inspections at Ashcroft, some latent defects have been identified, which are believed to comprise of cracking to a few cladding panels, primarily at the corners of the panels. Plans are currently being developed to undertake further investigative surveys to establish the extent and cause of the cracking, with a view to determining and implementing any necessary remedial works to also include Elmcroft.	

Officer	Craig Hudson	Qualifications	L4 Diploma
Signed		Date	28/08/2026
Contact details	07345 446906		

Verified	Carl Hill	Qualifications	L4 Diploma
Signed		Date	28/08/2026
Contact details	07436 054467		

Appendix 1

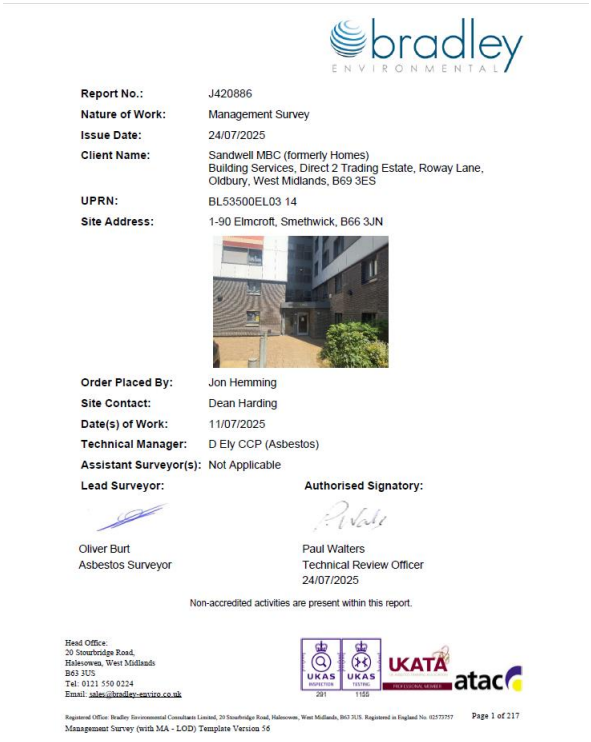
Significant Hazards on Site and Information to be Provided for the Fire Service

Name of property: Braybrook House.

Updated: 24/07/2025

Premise Manager: (Housing Officer or Scheme Manager)
Tel. No.: 0121 569 2975

Hazard	Information/Comments
Asbestos	An asbestos survey has been undertaken of the communal areas. Survey held by Sandwell Housing Tel:- 0121 569 5077. *Include survey*



bradley ENVIRONMENTAL

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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UKAS INSPECTION 291 UKAS TESTING 1186 UKATA atac

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