

# **Fire Risk Assessment**

## **Peartree House**



**Flats 1 – 17  
Peartree House  
Vicarage Road,  
Oldbury,  
B68 8JD.**

**Date Completed: 15/09/2025.**

**Review Period: 3 years.**

**Officer: C Hudson Fire Risk Assessor**

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

**Current Risk Rating = Tolerable**

Subsequent reviews.

| <u>Review date</u> | <u>Officer</u> | <u>Comments</u> |
|--------------------|----------------|-----------------|
|                    |                |                 |
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## Contents

|                            |                                                                                                              |  |
|----------------------------|--------------------------------------------------------------------------------------------------------------|--|
| <a href="#">Section 0</a>  | <b>Introduction</b>                                                                                          |  |
| <a href="#">Section 1</a>  | <b>Significant Findings (executive summary)</b>                                                              |  |
| <a href="#">Section 2</a>  | <b>People at Significant Risk of Fire</b>                                                                    |  |
| <a href="#">Section 3</a>  | <b>Contact Details</b>                                                                                       |  |
| <a href="#">Section 4</a>  | <b>Description of Premises</b>                                                                               |  |
| <a href="#">Section 5</a>  | <b>Building Plan</b>                                                                                         |  |
| <a href="#">Section 6</a>  | <b>External Envelope</b>                                                                                     |  |
| <a href="#">Section 7</a>  | <b>Means of Escape from Fire</b>                                                                             |  |
| <a href="#">Section 8</a>  | <b>Fire Detection and Alarm Systems</b>                                                                      |  |
| <a href="#">Section 9</a>  | <b>Emergency Lighting</b>                                                                                    |  |
| <a href="#">Section 10</a> | <b>Compartmentation</b>                                                                                      |  |
| <a href="#">Section 11</a> | <b>Fire Fighting Equipment</b>                                                                               |  |
| <a href="#">Section 12</a> | <b>Fire Signage</b>                                                                                          |  |
| <a href="#">Section 13</a> | <b>Employee Training</b>                                                                                     |  |
| <a href="#">Section 14</a> | <b>Sources of Ignition</b>                                                                                   |  |
| <a href="#">Section 15</a> | <b>Waste Control</b>                                                                                         |  |
| <a href="#">Section 16</a> | <b>Control and Supervision of Contractors and Visitors</b>                                                   |  |
| <a href="#">Section 17</a> | <b>Arson Prevention</b>                                                                                      |  |
| <a href="#">Section 18</a> | <b>Storage Arrangements</b>                                                                                  |  |
| <a href="#">Section 19</a> | <b>Additional Control Measures.<br/>Fire Risk Assessment – Action Plan.</b>                                  |  |
| <a href="#">Appendix 1</a> | <b>Significant Hazards on Site and Information to be provided for the Fire Service Risk Rating of Block.</b> |  |

## 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”.*

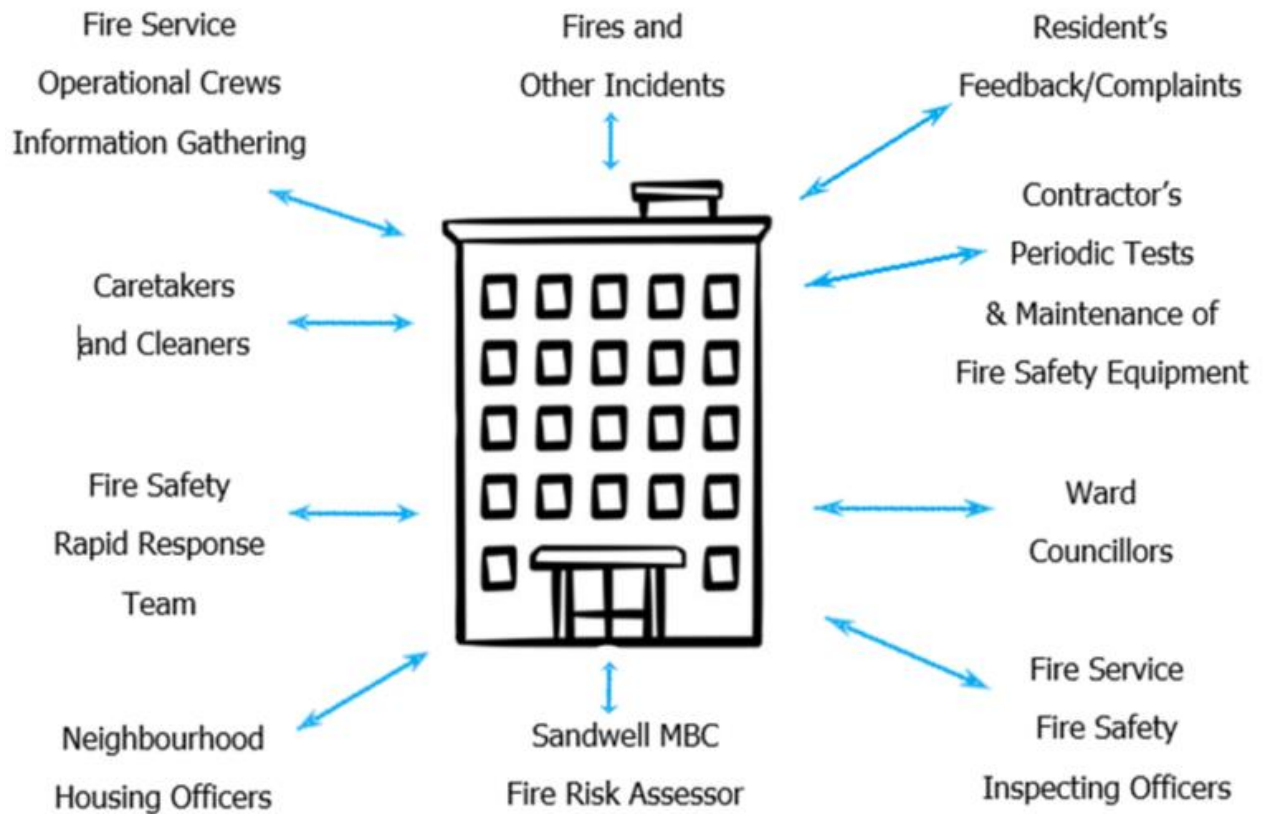
This type 1 fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>. 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/feed-back-and-complaints](https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feed-back-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, but the Council will as a minimum review:

- High Risk Residential Buildings 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 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.

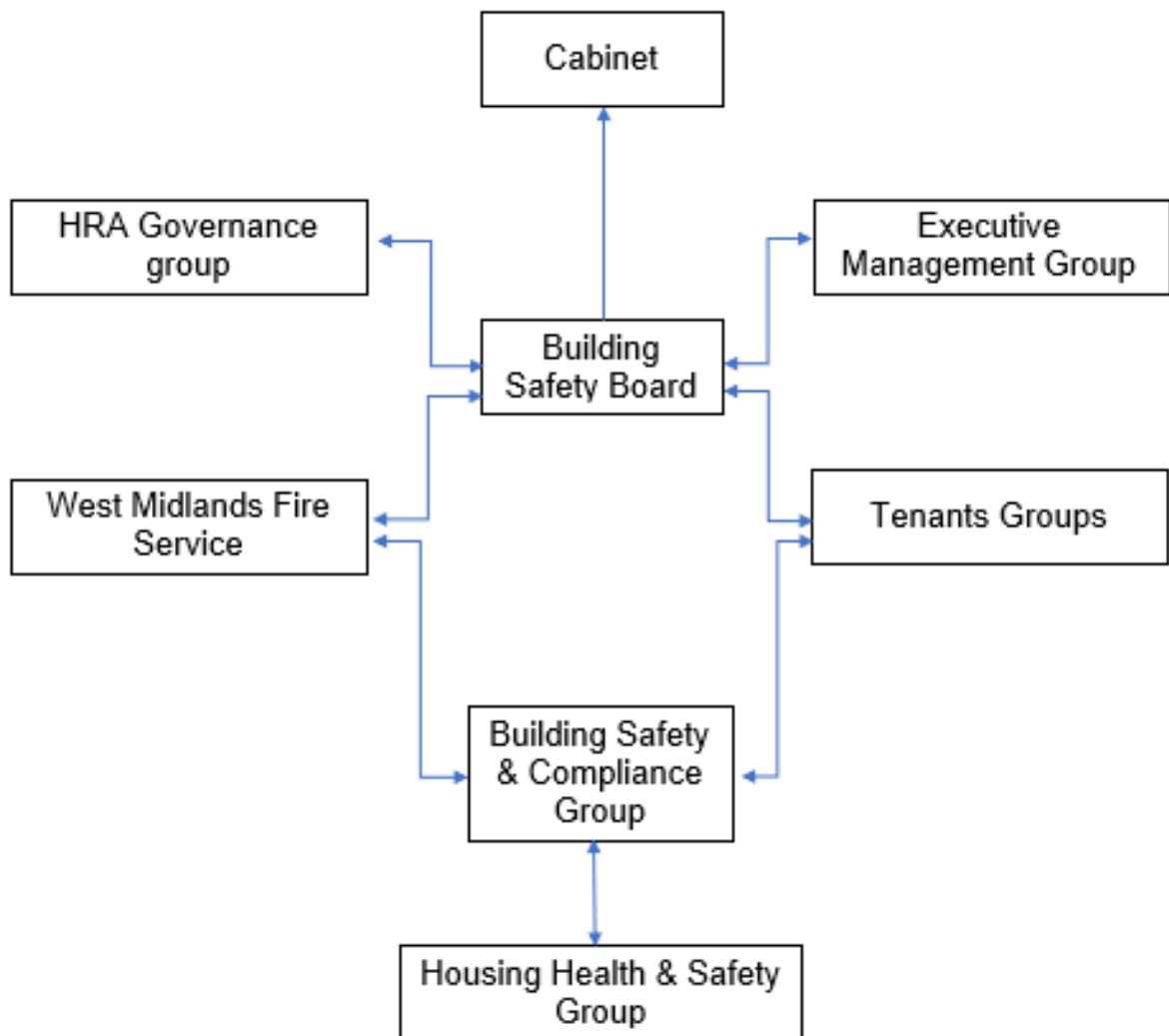


The above processes and procedures are overseen by the Fire Safety, Manager who reports to the Head of Building Safety.

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

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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.

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**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, smoke or you have been advised by the emergency services to leave.

| Section number            | Section Area                                                                                                                                                                                                                                                                                                                                                    | Individual Risk Level |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <a href="#">Section 6</a> | <b>External Envelope</b><br>The exterior of the buildings is primarily traditional brick, concrete construction with a pitched, tiled roof.<br>One area of the building is covered with timber cladding. (See section 6).<br>Individual flat windows are UPVC double glazed units.<br>Staircase/common area windows are of UPVC double glazed (openable) units. | Trivial               |

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <a href="#">Section 7</a> | <p><b>Means of Escape from Fire</b></p> <p>There are two means of escape staircases that incorporate final exits.</p> <p>All communal doors along the means of escape are self-closing notional fire doors with combined intumescent strips / cold smoke seals &amp; vision panels.</p> <p>Flat 17 entrance door does not close correctly on latch.</p> <p>Flat 16 door is damaged and has no self-closer.</p> <p>Two gates on the rear ground floor escape route are padlocked.</p>                                                                                                                     | <p>Tolerable</p> |
| <a href="#">Section 8</a> | <p><b>Fire Detection and Alarm Systems</b></p> <p>Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats.</p> <p>The flats checked are installed to LD2 standard with smoke detectors to the hall / living room and a heat detector within the kitchen.</p> <p>The building is protected by a communal alarm system that covers all common areas. The system incorporates detector heads, sounders &amp; manual call points.</p> <p>The building operates a 'stay put unless' policy having a communal alarm system conflicts with this (see section 8).</p> | <p>Trivial</p>   |
| <a href="#">Section 9</a> | <p><b>Emergency Lighting</b></p> <p>Emergency/escape lighting is provided throughout the building.</p> <p>Servicing &amp; maintenance is conducted at regular intervals in accordance with BS5266.</p>                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Trivial</p>   |



|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <a href="#">Section 10</a> | <p><b>Compartmentation</b></p> <p>The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. Doors are 30-minute notional fire doors, including those in 1-hour rated walls.</p> <p>Fire door outside Flat 17 not closing fully in to frame.</p> <p>There is no access to the roof voids in any of the common areas of the building. Access to the roof is gained from individual flats on the first floor.</p> <p>No access was gained to the roof space.</p> <p>All electrical cupboards are upgraded notional timber FD30S doors that are lockable with a 138-mortice lock.</p> <p>The old managers office and a storage cupboard by Flat 7 were unable to be accessed.</p> | <p>Tolerable</p> |
| <a href="#">Section 11</a> | <p><b>Fire Fighting Equipment</b></p> <p>Fire extinguishers are provided in areas of the building including corridors and other rooms such as the community room.</p> <p>Some of these extinguishers were out of date for servicing (see section 11).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Tolerable</p> |
| <a href="#">Section 12</a> | <p><b>Fire Signage</b></p> <p>Appropriate Fire door signs &amp; No Smoking signs in place.</p> <p>A review of the signage is recommended as some signs remain before the buildings change of use.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Trivial</p>   |
| <a href="#">Section 13</a> | <p><b>Employee Training</b></p> <p>All staff receive basic fire safety awareness training.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Trivial</p>   |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <a href="#">Section 14</a> | <b>Sources of Ignition</b><br>The fixed electrical installation should be tested every 5 years. The next recommended date 9/8/2024.                                                                                                                                                                                                                                                                                                                                      | Tolerable |
| <a href="#">Section 15</a> | <b>Waste Control</b><br>Regular cleaning services and regular checks from caretakers help with waste control at the block.<br><br>It was noted that bins outside the main entrance were close to the main Final exit door. Ideally, these should be re-located and stored away from the main access doors. They are recommended to be chained to a secure post at least 10 metres away from the building.<br><br>Plant room has combustible material stored on one side. | Trivial   |
| <a href="#">Section 16</a> | <b>Control and Supervision of Contractors and Visitors</b><br>Contractors are controlled centrally, and hot works permits are required where necessary.                                                                                                                                                                                                                                                                                                                  | Trivial   |
| <a href="#">Section 17</a> | <b>Arson Prevention</b><br>A secure door entry system is provided to the premise at the front elevation to restrict unwanted access.                                                                                                                                                                                                                                                                                                                                     | Trivial   |
| <a href="#">Section 18</a> | <b>Storage Arrangements</b><br>Residents should not store fuel or LPG Cylinders in their home or storage facilities. This documented in the tenancy agreement. There are no storage facilities available for residents within the communal areas.                                                                                                                                                                                                                        | Trivial   |

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## 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.

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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:

|                      |                                                                                                                                                            |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Slight harm</b>   | 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).         |
| <b>Moderate harm</b> | Outbreak of fire could foreseeably result in injury including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities. |
| <b>Extreme harm</b>  | Significant potential for serious injury or death of one or more occupants.                                                                                |

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

Trivial ☐    Tolerable ☒    Moderate ☐    Substantial ☐    Intolerable ☐

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## **Comments:**

In conclusion, after carrying out a Type 1 fire risk assessment the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment. Some issues have been discussed with the Housing Officer for the building.

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 to include FD30s rated fire doors to flat entrances, FD30s communal fire doors, combined with suitable smoke detection to LD2 standard within flats checked.

The communal alarm system conflicts with the 'Stay Put' Unless policy. Future works should consider removal of alarm system from common areas.

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:

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| Risk level  | Action and timescale                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Trivial     | No action is required, and no detailed records need to be kept.                                                                                                                                                                                                                                                                                                                                                       |
| Tolerable   | No major additional fire precautions are required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.                                                                                                                                                                                                                                                         |
| Moderate    | It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time. 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

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

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

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

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

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

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

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## Section 3

### Contact Details

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

The Chief Executive has put a structure in place to support the management of the site.

This includes the role of Building Safety Manager who has duties as defined within the Regulatory Reform (Fire Safety) Order 2005.

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

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

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This type 1 fire risk assessment covers

Flats 1 – 17,  
Peartree House,  
Vicarage Road,  
Oldbury.  
B68 8JD.

#### **Description of the Property:**

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.

#### **Description of the Property:**

This Low-rise block constitutes two storeys (inclusive of the ground floor), the ground floor contains 8 flats, and the first floor contains 9 flats. The building was constructed circa 1966.

The building is of traditional construction including brick, block, concrete, plastered internal walls, double glazed UPVC window frames with a pitched, tiled roof.



The main entrance is located at the right-hand side elevation of the building & incorporates a secure entry system, fob reader, there is a fire service drop key for emergency/trade access. There are further exit doors located around the building.



A coded key safe is just inside the entrance on the wall near the fire alarm.



Peartree House has previously provided sheltered accommodation hence a communal fire alarm system and communal lounge area. (out of use and locked).



There is another access door located on the opposite side of the building. These doors are supplemented by additional emergency exit doors which are UPVC and have a 'push bar' mechanism to escape.



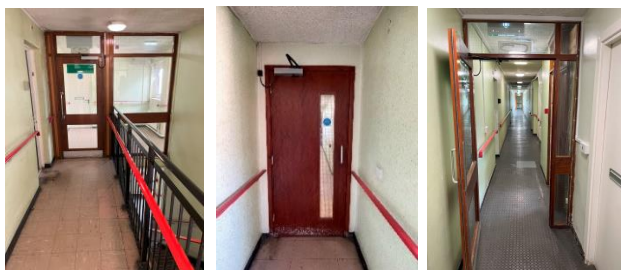
The building has two staircases that serve dwellings on both floors.



Communal corridor windows close to the staircase are openable UPVC double glazed windows.



Cross Corridor doors and vision panels are timber construction with single glazed Georgian wired glass.



There is no access to the roof voids in common areas of the buildings. Access to the roof is gained from individual flats on the first floor.

The laundry room is no longer available for use from the 31/03/2025.



The plant room is accessed from the rear court yard, and contains two gas boilers.



There is a passenger lift provided for residents and visitors, this serves both floors of the building. This is inspected every six months.



The Communal area (lounge) is off limits to residents and kept locked.

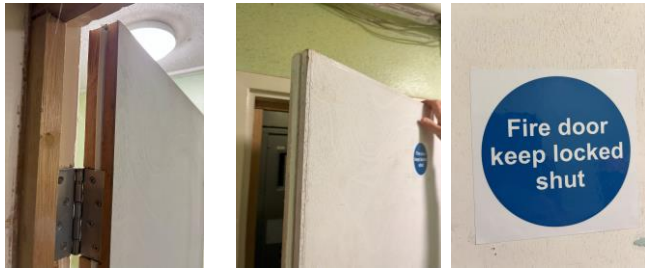


The main incoming electrical supply for the building and individual flat electrical meters are located in the electrical room on the ground floor.





The electrical cupboard door is a notional timber door with updated smoke seals and intumescent strips.



Residents use refuse bins; that are located at the side of the premise close to the main entrance.



The gardens are secured by fencing, access point for the gardens is either timber side gate(s), which were locked at the time of the assessment or access through the main building using the rear door.



There is a small area for parking set out on the front elevation for the use of residents & visitors. This accommodates approx. four vehicles.



|                                                   |                                                                          |
|---------------------------------------------------|--------------------------------------------------------------------------|
| High/Low Rise                                     | Low Rise                                                                 |
| Number of Floors                                  | 2                                                                        |
| Date of Construction                              | 1966                                                                     |
| Construction Type                                 | Traditional Brick Cavity                                                 |
| Last Refurbished                                  | Unknown                                                                  |
| External Cladding                                 | Timber to first floor                                                    |
| Number of Lifts                                   | 1                                                                        |
| Number of Staircases                              | 2                                                                        |
| Automatic Smoke Ventilation to communal area      | No                                                                       |
| Fire Alarm System                                 | Yes                                                                      |
| Refuse Chute                                      | No                                                                       |
| Access to Roof                                    | Access to roof is external via ladder or scaffolding<br>Individual flats |
| Equipment on roof (e.g. mobile phone station etc) | No                                                                       |

### **Persons at Risk**

Residents / Occupants of 17 flats (1-17)

Visitors,

Sandwell MBC employees,

Contractors,

Service providers (e.g. meter readers, delivery people etc)

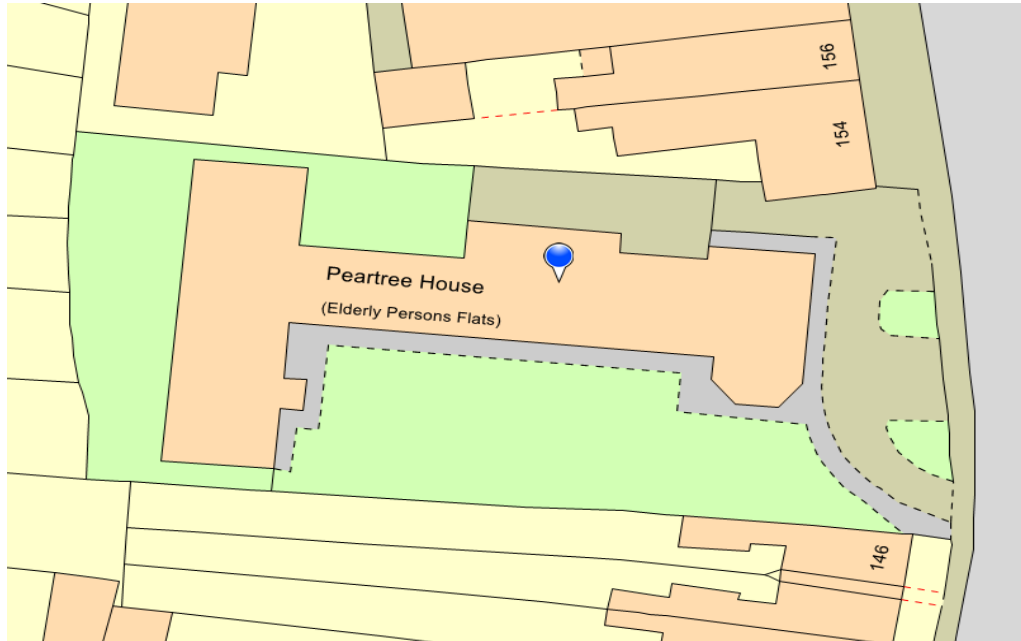
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

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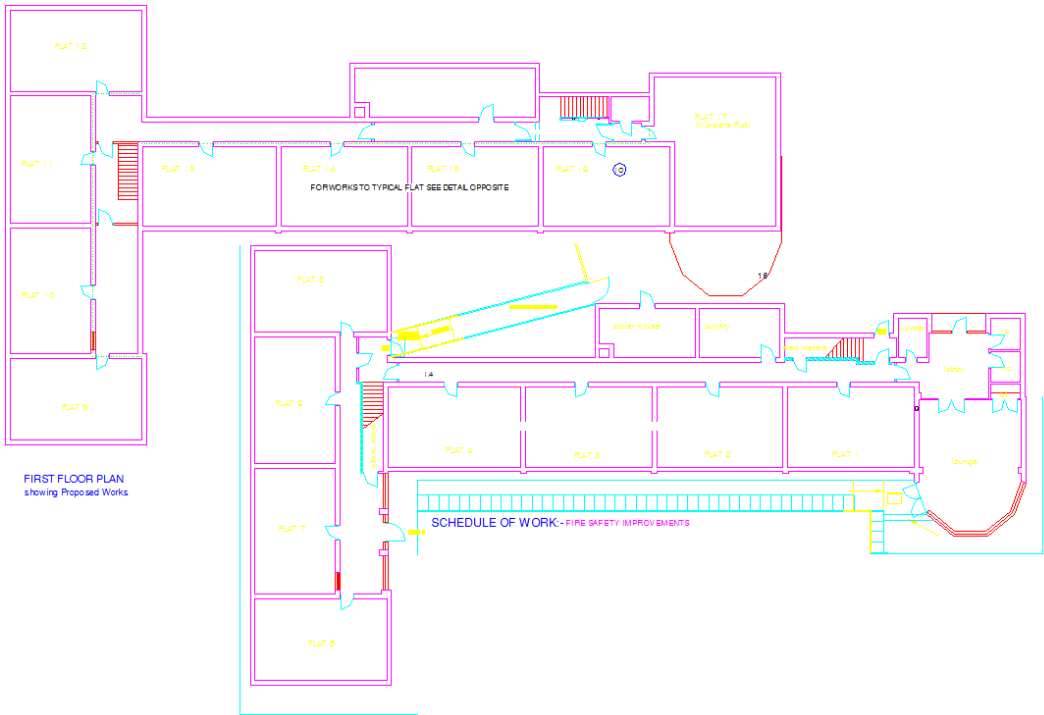
## Section 5

### Building Plan

A general plan showing the building location.



Ground & First 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.

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

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

- 1) The external envelope of the premises is predominantly traditional brick, block & concrete construction, surmounted by a pitched tiled roof.



- 2) The building has a pitched roof with concrete interlocking tiles.



- 3) Part of the building was clad with timber; this was at first floor level on the left-hand side elevation. It is recommended that it is considered for removal and replaced with non-combustible alternative at the next refurbishment. See observations.



- 4) There were also combinations of timber and spandrel panelled walls.



- 5) Individual flat windows are UPVC double glazed window frames.



- 6) Communal entrance/ exits are a combination of timber & UPVC construction.



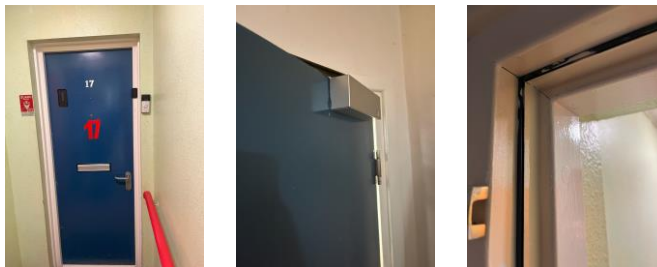
## Section 7

### Means of Escape from Fire

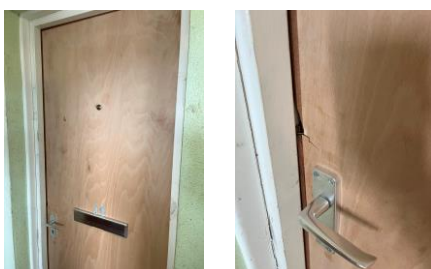
- 1) The means of escape are protected to prevent the spread of fire and smoke by fire rated walls and notional FD30s doors to flat entrances.



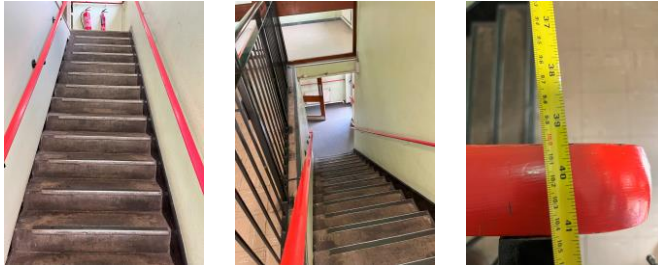
- 2) Access was attempted to a sample some of the properties as part of the risk assessment. This was to ensure the entrance doors have not been tampered with by residents.
- 3) **Flat 17 entrance door does not latch correctly from open position see action 7/3.**



- 4) Flat 16 entrance door has no self-closer fitted and has damage to the front door these defects have been previously reported to SMBC repairs and are awaiting scheduling. JM 17202293



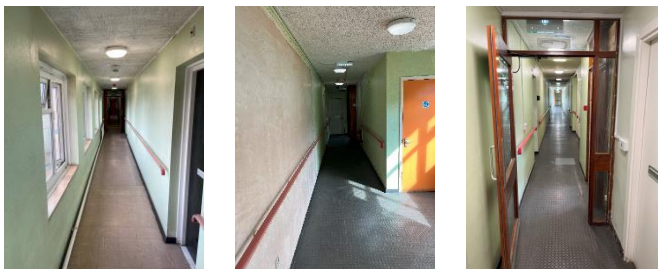
- 5) The building has two staircases that provide the means of escape, both staircases provide access to a final exit and have a minimum width of 1000mm.



- 6) The final exit doors have door entry systems installed with a push button/push bar to exit. 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.



- 7) All corridors are of adequate width (at least 1.35m) and will be maintained clear to that width as a minimum.



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

- 9) Electrical wiring runs through plastic conduit in the ground floor corridor; it was not possible to verify whether fire securing clips had been installed.



- 10) Ventilation of the common area is facilitated by openable windows in the stairwell.



- 11) The communal area is kept free of flammable items. The communal areas should be checked on a regular basis by Caretaking / Cleaning teams and all items of rubbish removed.



- 12) The premises have emergency lighting installed and is tested regularly.





- 13) Communal doors are fitted with automatic overhead door closures that are linked to the fire alarm. These are checked on a quarterly basis.



- 14) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them or instructed to do so by emergency services.
- 15) It was noted that the ground floor corridor stretching from flat 1 to flat 4 is 29.05m in length and facilitates two-way travel.



- a. emergency routes and exits must lead as directly as possible to a place of safety.
- b. .
-

- 16) **The timber gates on the escape route leading to the front of the building were padlocked at the time of the FRA, the padlocks must be removed and the gates secured in a way that allows the residents to exit the building to ultimate safety.**

The Regulatory Reform (Fire Safety) Order 2005 states section 14

- a. emergency routes and exits must lead as directly as possible to a place of safety.
- b. In the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible.





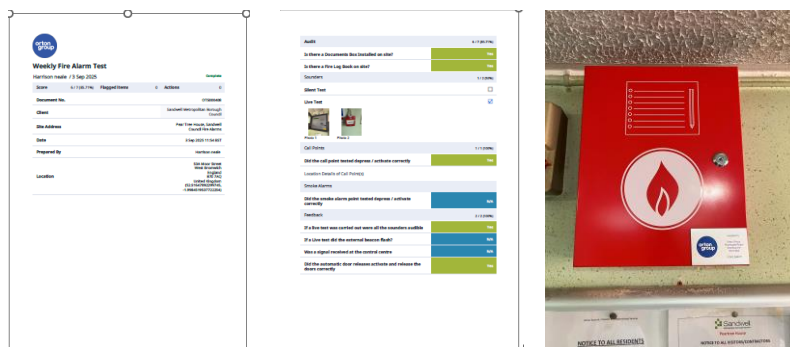
## Section 8

# Fire Detection and Alarm Systems

- 1) The fire alarm system comprises of two distinct elements. Firstly, a communal system as the premise was formerly a sheltered accommodation scheme. And finally, a system whereby smoke/heat detection is provided in all flats.
- 2) The fire alarm system fitted within the communal aspect of the premise consists of a fire alarm panel, located in the ground floor lobby on the right-hand wall, supported by a zone plan.



- 3) Weekly fire alarm tests are carried out and recorded, the fire alarm test book. The test book is kept in a secure box.



- 4) The system consists of a series of detector heads located in corridors and high-risk rooms throughout the building.



- 5) There are Fire Alarm manual call points (MCP'S) located at exit doors and a change of floor level.



- 6) The type of warning is by means of sounders located strategically throughout the building.



- 7) The building has now had a change of use from original use, the communal fire alarm conflicts with the stay put policy, it is recommended for the communal alarm to be deactivated and removed on any future refurbishment. See observations
- 8) The system in residents' flats that provide early warning is limited to hard wired or battery smoke alarms within each of the premises. The equipment is subjected to a cyclical test.



- 9) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD2 Standard. Flats accessed were: -
-

Flat 17 – LD2, Detectors in: Living room, hallway & a heat detector in Kitchen.

Flat 16 – LD2, Detectors in: Living room, hallway, and heat detector in Kitchen.

- 10) Resident in Flat 16 had covered smoke alarm in lounge area. This was removed by resident before leaving the property. Housing manager informed by email.

*For information*

*LD1 all rooms except wet rooms.*

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

*LD3 Hallway only.*

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## Section 9

### Emergency Lighting

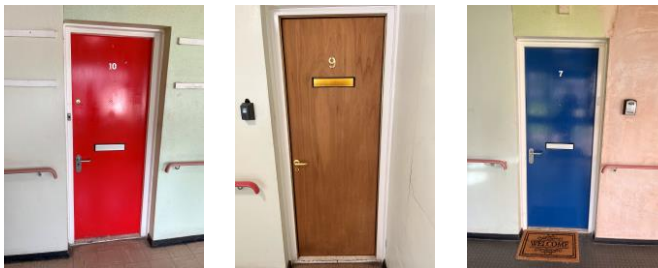
- 1) The premises have sufficient emergency lighting system in place. Test points are located strategically throughout the building.
- 2) Checks are carried out monthly by Sandwell MBC in house electrical team or approved contractor.



## Section 10

### Compartmentation

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. All flat entrance doors are 30-minute notional/nominal doors, including those in 1-hour rated walls.
- 2) A variety of methods / materials have been used to achieve fire-stopping.
- 3) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping as not been compromised by third parties and where applicable enhance the fire stopping.
- 4) Generally, the means of escape is protected from flats with the use of FD30s door sets.



- 5) All service and storage cupboards that were accessed are notional timber doors with upgraded smoke seals and intumescent strips and secured using a suited key.



- 6) Communal doors are fitted with automatic overhead door closures that are linked to the fire alarm. These are checked on a quarterly basis by members of the Fire Safety Rapid Response Team.



- 7) **The fire door outside flat 16 does not completely close as is catching on the floor, this needs repairing see action 10/7.**



- 8) There is no access to the roof voids in any of the common areas of the building. Access to the roof is gained from individual flats on the first floor.
- 9) No access was gained to the roof space on this visit. It was noted in the previous FRA that the roof void above flat 13 was sampled and found to have satisfactory compartmentation.
- 10) The passenger lift should be protected by lobbied doors at ground and first floor level. When any upgrades of the building are carried out consideration should be given to providing a lobbied area outside the lift access doors at both levels.





## Section 11

### Fire Fighting Equipment

- 1) A number of Fire Extinguishers are located at strategic points throughout the building. These consisted of Water, Carbon Dioxide, and dry powder.



- 2) It was noted that the fire extinguishers in the communal lounge and kitchen area (out of use) tests were out of date.
- 3) Consideration should be given to Fire extinguishers being removed as the building has been repurposed since the original installation.
- 4) Dry Powder extinguisher in plant room no visible date of inspection.



- 5) **Replace dry powder extinguisher in plant room for carbon dioxide extinguisher. See action 11/5**



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**Section**  
**12**

**Fire Signage**

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- 1) Exit Signage consists of various signs and is deemed acceptable. However, when any refurbishment work take place consideration should be given to reviewing this signage throughout the building. This is based on location and number of signs. See observations



- 2) Fire Action Notices are displayed within the building.



- 3) Communal fire doors display “Fire Door Keep Shut” where appropriate.



- 4) No smoking (Smoke Free England) signage is displayed at the front entrance to the premise and throughout the building.
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**Section**  
**13**

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**Employee & Resident  
Training/Provision of Information**

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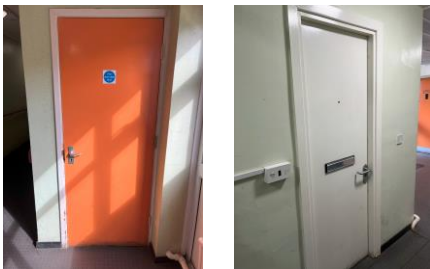
- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking Teams are not currently trained in the effective use of fire extinguishers. Caretaking Teams are not expected to tackle fires in this area.
- 4) Employees within the Neighbourhoods Directorate assigned to undertake Fire Safety Inspections have received IFE approved training via West Midlands Fire Service.
- 5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.
- 6) Fire safety information has been provided as part of tenancy pack. Information regarding the Stay Put Unless fire evacuation strategy is provided to tenants.



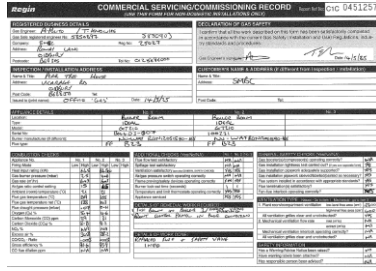
## Section 14

## Sources of Ignition

- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.
- 2) Hot working is not normally 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
- 4) The fixed electrical installation should be tested every 5 years. At the time of the assessment, it was confirmed that the next ECIR inspection has been scheduled for 9/08/2024.
- 5) **EICR to be carried out and recorded with a satisfactory EICR certificate. See action 14/5.**
- 6) All Residents service cupboards are housed behind a notional upgraded FD30s fire rated door. All cupboards are free from any combustibles.
- 7) Some storage cupboards and wardens' office were unable to be accessed due to being locked and keys were unavailable for access.



- 8) Portable heaters are not allowed in any common parts of the premises.
  - 9) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.
-



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## Section 15

### Waste Control

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- 1) Refuse containers are emptied at regular intervals under a service contract.
- 2) Residents use refuse bins, these are located outside the main entrance to the building.



- 3) Ideally, these bins should be re-located and stored away from the main access doors and chained to a secure post at least 10 metres from the building.
- 4) There is an 'Out of Hours' service in place to remove bulk items.

## Section 16

### Control and Supervision of Contractors and Visitors

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- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
- 2) Owing to the nature of low-rise flatted accommodation it is difficult to manage/control individual contractors/utility companies.
- 3) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
- 4) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the local housing office. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.
- 5) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -
  - a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
    - Health and Safety.
    - Site security.
    - Safety of working and impact on children/school business.
    - Fire risk, if any.
    - Site Emergency plan.
  - b) Monthly Site Meetings – 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.

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## **Section 17**

## **Arson Prevention**

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- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
  - 2) There is restricted access to the premises by means of an electronic door entry system.
  - 3) There have been no reported fire incidents since the last FRA.
-

## Section 18

### Storage Arrangements

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- 1) Residents are instructed not to bring L.P.G cylinders into block. This information is contained within the tenants' handbook.
  - 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE, or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
  - 3) No Flammable liquids stored on site by Caretakers / Cleaners.
  - 4) All store/service cupboards are kept locked, these doors were in good condition at the time of the assessment.
  - 5) As per tenancy agreements, flammable liquids or gas cylinders should not be 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:

Flats 1 – 17 – Peartree House, Vicarage Road.

Date of Action Plan:

27/09/2025

Review Date:

<Insert date>

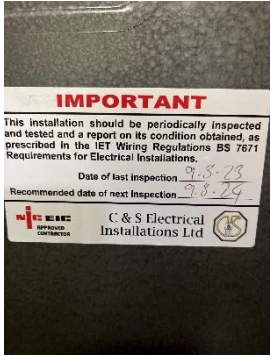
| Question/<br>Ref No | Required Action                                                                  | Supporting<br>photograph                                                            | Priority | Timescale and<br>Person<br>Responsible | Date<br>Completed |
|---------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------|----------------------------------------|-------------------|
| 7/3                 | Flat 17 entrance door requires adjustment to latch correctly from open position. |  | P2       | 1 -3 months<br>Fire Rapid<br>Response. |                   |

## Fire Risk Assessment

|      |                                                                                                                                                                                                                                                                          |                                                                                      |    |                                   |  |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----|-----------------------------------|--|
| 7/16 | <p>The gates on the escape route leading to the front of the building were padlocked. The padlocks must be removed and the gates secured in a way that allows the residents to exit the building to ultimate safety.</p> <p>Suggest thumb turn lock with number pad.</p> |    | P2 | 1-3 Months<br>Housing Manager     |  |
| 10/7 | <p>The fire door outside flat 16 does not completely close in to frame as it B15is catching on the floor, this needs adjustment.</p>                                                                                                                                     |   | P2 | 1-3 months<br>Fire Rapid Response |  |
| 11/5 | <p>Replace dry powder extinguisher in plant room for carbon dioxide extinguisher.</p>                                                                                                                                                                                    |  | P2 | 1 -3 months<br>Asset Management   |  |



## Fire Risk Assessment

|       |                                                                                              |                                                                                    |    |                           |  |
|-------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----|---------------------------|--|
| 14/5  | EICR to be carried out and recorded with a satisfactory EICR certificate.                    |  | P2 | 1 -3 months<br>Electrical |  |
| 14/10 | Plant room had an amount of combustible electrical waste left inside this requires removing. |  | P2 | 1 -3 months<br>Electrical |  |

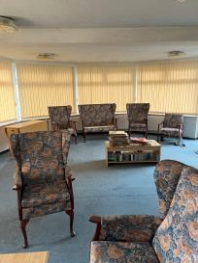
## Fire Risk Assessment

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                                                                                                                                                    |  |                                                                                      |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------|--|
| Should any refurbishment of the building take place then consideration should be given to replacing the timber cladding with a non-combustible material.        |  |   |  |
| Flat entrance doors should be upgraded to certified FD30's when any future upgrades of the building are carried out.                                            |  |   |  |
| The communal fire alarm conflicts with the stay put policy, it is recommended for the communal alarm to be deactivated and removed on any future refurbishment. |  |  |  |

## Fire Risk Assessment

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|                                                                                                                                        |                                                                                      |  |
|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--|
| Consideration should be given to Fire extinguishers being removed as the building has been repurposed since the original installation. |   |  |
| Recommend removing all furniture that is no longer in use in communal lounge. Not accessible to residents.                             |   |  |
| The laundry room is no longer available for use from the 31/03/2025 remove old laundry equipment.                                      |  |  |

## Fire Risk Assessment

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|                                                                                                                                                                                                                                                           |                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p>The passenger lift should be protected by lobbied doors at ground and first floor level. When any upgrades of the building are carried out consideration should be given to providing a lobbied area outside the lift access doors at both levels.</p> |   |
| <p>Ideally, these bins should be re-located and stored away from the main access doors and chained to a secure post at least 10 metres from the building.</p>                                                                                             |   |
| <p>Review all signage in property on next refurbishment.</p>                                                                                                                                                                                              |  |

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## Fire Risk Assessment

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### Signed

|                                                                                   |                         |                                       |
|-----------------------------------------------------------------------------------|-------------------------|---------------------------------------|
|  | Fire Risk Assessor      | Date: 27 <sup>th</sup> September 2025 |
|  | Quality Assurance Check | Date: 27 <sup>th</sup> September 2025 |

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**Appendix 1**

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

**Name of property:** Flats 1 – 17 Peartree House, Vicarage Road.  
Oldbury.

**Updated:**

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

| Hazard   | Information/Comments                                                                                                                               |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Asbestos | An asbestos survey has been undertaken of the communal areas. Survey held by Sandwell Housing <a href="tel:01215695077">Tel:- 0121 569 5077</a> ). |





# Fire Risk Assessment

## ABOUT THE REPORT – PLEASE READ

All Survey Methodology is based upon HSE document HSG 264 - Asbestos: The Survey Guide. All surveyors are experienced British Occupational Hygiene Society (BOHS) P402 qualified surveyors with extensive Surveying & Refurbishment Project experience specific to Sandwell MBC's managed housing stock.

The person or persons using this report to programme refurbishment work on site are assumed to be competent & experienced in the field of domestic refurbishment projects & have suitable & sufficient asbestos awareness to understand the scope of this report & apply it to the project. All trade operatives working on site are also expected to have relevant asbestos awareness training & experience. IF IN DOUBT STOP & ASK! Please ensure the report covers the areas that you need to work on.

**SHAPE:** Sandwell MBC's Integrated ICT solution holds the Company Asbestos Register. The Asbestos Register is interrogated when completing the asbestos survey report to ensure that ACM's in similar properties are considered where relevant. The Register holds details of all suspected or confirmed ACM's identified during Refurbishment & Demolition programmes as well as Repairs activities for the past 11 years. If potential ACM's have been identified within difficult to survey areas such as Cavity Walls, Floor Voids etc these will be highlighted within the report. The interrogation of the Company Asbestos Register compliments the survey & report process it does not substitute the Refurbishment & Demolition Survey.

**Void Properties –** The Building Surveying team who undertake Refurbishment & Demolition Asbestos Surveys also undertake Domestic Energy Assessment Surveys, Boroscope Surveys for Thermal Insulation & Fire Integrity Assessments to a representative percentage of the void turn over.

Site Overview Page 2 – This section is included to aid surveying & to ensure comprehensive survey information is detailed.

| Term                          | Explanation                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Property Address              | Specific Property to which survey relates.                                                                                                                                                                                                                                                                                                                                         |
| Surveyed by                   | Relates to P402 trained surveyor.                                                                                                                                                                                                                                                                                                                                                  |
| Action taken on Project       | Record what action may have been undertaken to the Asbestos in question. E.g. Nothing, Repair, replace, Manage.                                                                                                                                                                                                                                                                    |
| Type of Work to be undertaken | Relates to the envisaged type of work that the Asbestos Survey Report will be used to aid. This assists the asbestos surveyor to guide his survey methodology & will help the users of this report decide if it is suitable for the work activity being undertaken.                                                                                                                |
| ACM                           | Asbestos Containing Material.                                                                                                                                                                                                                                                                                                                                                      |
| HSE Notify                    | This highlights if a material normally requires notification to the Health & Safety Executive prior to removal. GUIDANCE ONLY.                                                                                                                                                                                                                                                     |
| Bulk Sample                   | Sample of potential ACM that is representative of the whole.                                                                                                                                                                                                                                                                                                                       |
| Request Sample                | The item described has not been tested for Asbestos content. The item must be presumed to contain asbestos until sampling confirms. If work is going to be undertaken in this area sample should be requested prior to work starting.                                                                                                                                              |
| Awaiting Results              | If no results have been detailed then you must not work on these items until you receive further confirmation.                                                                                                                                                                                                                                                                     |
| Extent                        | An estimate of quantity will be given where possible to aid work planning & valuation.                                                                                                                                                                                                                                                                                             |
| Labels                        | Materials will be labelled where practical. Labelling will be not be undertaken to low risk materials e.g. floor tiles, Textured Coatings etc or where labelling could easily be removed or would cause potential exposure if removed. All presumed ACM's will be labelled as "Asbestos" where practical. All sampled materials will be labelled with an "Asbestos Sampled" label. |

| Term                                   | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Photo's                                | These will usually be provided for the front elevation of the property to aid identification.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Sampled by                             | P402 trained surveyor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Checked by                             | P402 trained surveyor who checks report prior to issuing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Survey Report Type                     | Report type is determined by the type of work to be undertaken. The reader of this report must satisfy themselves that the scope of the survey is sufficient for the purpose of work being undertaken.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Refurbishment Survey                   | HSG 264 – Refurbishment & Demolition Survey. Surveying undertaken to all parts of the property presuming full decent homes refurbishment, which may include, New Kitchen, New Bathroom, Electrical Rewire, Re-roof, Full Heating System, Taking account of the complete structure of the property & archetype information available. This survey has been carried out without detailed knowledge of the works to be undertaken during refurbishment. Anyone using this report to support building works being undertaken to the property should ensure that the report is sufficient for the purposes of the building work being undertaken. The reader should be confident that the areas that are to be disturbed by the proposed work are included. |
| Management Survey                      | A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Refurb & Management Survey             | Both Survey Report Types are ticked! due to works identified at survey stage the surveyor has completed Refurbishment Survey for the works required & may have undertaken a management survey on remaining areas of the property. The report should not be used for works outside the scope stated, unless the reader assures themselves that it is suitable & sufficient.                                                                                                                                                                                                                                                                                                                                                                             |
| Cavity Walls / Floor Voids or similar. | Will be assessed at survey stage & desktop assessment of similar archetypes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Photo's                                | Where practical & to aid the identification of ambiguous material locations photos will be included within the report to ensure that materials are identified on-site correctly. Photos will be annotated where necessary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |