

# Fire Risk Assessment



## **Flats 76-98 & 100-116. Edinburgh Road Oldbury B68 0ST.**

**Date Completed:** 20/05/2025

**Review Period:** 3 years.

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

**Checked By:** Louis Conway **Building Safety Manager**

**Current Risk Rating = Tolerable**

**Subsequent reviews.**

<b><u>Review date</u></b>	<b><u>Officer</u></b>	<b><u>Comments</u></b>

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## Section

# 0

## Introduction

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The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1)

*“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order”.*

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

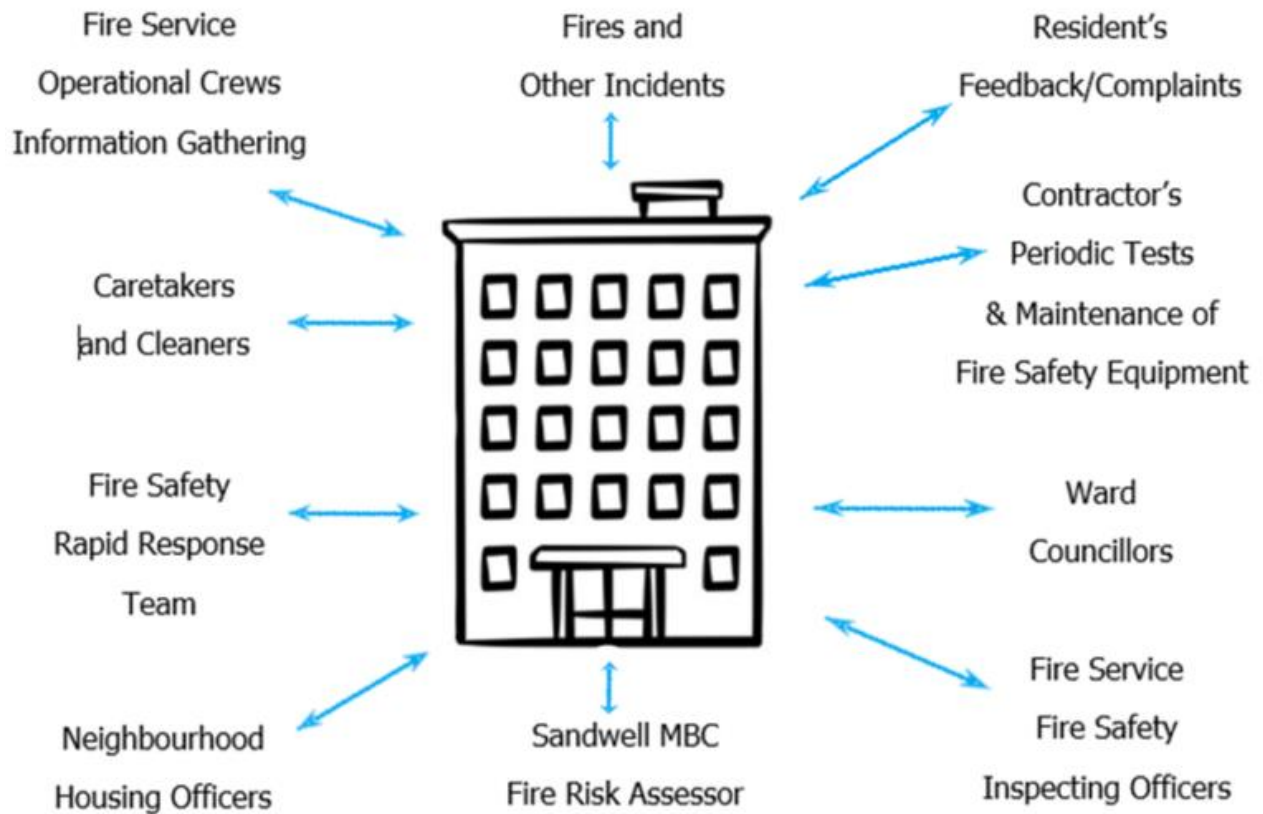
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation, but the Council will as a minimum review:

- 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.

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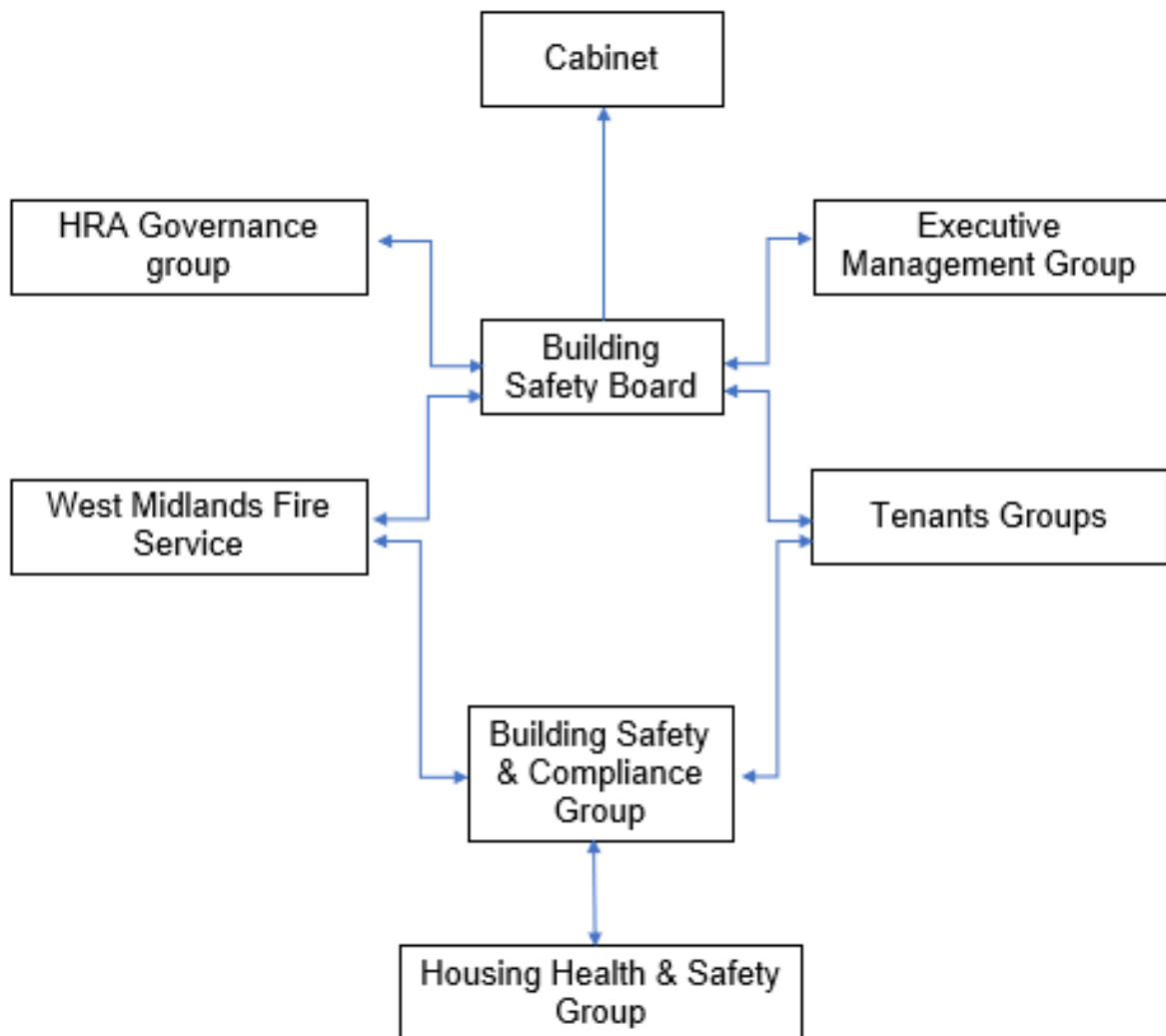


The above processes and procedures are overseen by the Fire Safety, Manager who reports to the Head of Building Safety.

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> The block is traditional brick/concrete construction. There is a small amount UPVC cladding on the rear staircases.	Trivial

<a href="#">Section 7</a>	<p><b>Means of Escape from Fire</b></p> <p>The site has a single open plan staircase that provides sufficient means of escape.</p> <p>The transom glazing in both ground floor electrical cupboard doors did not display any F.R. rating.</p>	Tolerable
<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>	Trivial
<a href="#">Section 9</a>	<p><b>Emergency Lighting</b></p> <p>Emergency lighting is provided in the staircase, additional lighting is provided. All installations are checked in accordance with the British Standard.</p>	Trivial
<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.</p> <p>Doors are 30-minute notional fire doors, including those in 1-hour rated walls.</p>	Trivial
<a href="#">Section 11</a>	<p><b>Fire Fighting Equipment</b></p> <p>No firefighting provisions are provided within the premise.</p>	Trivial
<a href="#">Section 12</a>	<p><b>Fire Signage</b></p> <p>Appropriate signage is in place where required.</p>	Trivial
<a href="#">Section 13</a>	<p><b>Employee Training</b></p> <p>All staff receive basic fire safety awareness training.</p>	Trivial

<a href="#">Section 14</a>	<p><b>Sources of Ignition</b></p> <p>The fixed electrical installation should be tested every 5 years. The date of the last recorded EIRC inspection has been recorded as was 03/06/2021 and 04/06/2021.</p> <p>Although these tests are in date, an approved contractor has been appointed to carry out EICR installation testing both buildings due to finding from the previous EICR Inspection.</p>	Trivial
<a href="#">Section 15</a>	<p><b>Waste Control</b></p> <p>Regular cleaning services take place at the block and regular checks from caretakers help with waste control at the block.</p>	Trivial
<a href="#">Section 16</a>	<p><b>Control and Supervision of Contractors and Visitors</b></p> <p>Contractors are controlled centrally, and hot works permits are required where necessary.</p>	Trivial
<a href="#">Section 17</a>	<p><b>Arson Prevention</b></p> <p>The final exit doors have door entry systems installed. These systems are designed to fail safe i.e., door unlocked in the event of a power failure.</p>	Trivial
<a href="#">Section 18</a>	<p><b>Storage Arrangements</b></p> <p>Residents should not store fuel or LPG Cylinders in their home or storage facilities. This documented in the tenancy agreement. See observations.</p>	Trivial

## Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

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

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

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

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

<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 ☐

**Comments:**

In conclusion, the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment.

When future refurbishments are carried out, there are a number of observations and actions that would improve the building. These observations can be found at the end of this document.

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.

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 are identified in any fire risk assessment.

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

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

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

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

**Chief Executive**

Shokat Lal

**Executive Director of Place**

Alan Lunt

**Assistant Director Asset Management & Improvement**

Sarah Agar

**Building and Fire Safety Manager**

Tony Thompson

**Team Lead Fire Safety**

Jason Blewitt

**Team Lead Building Safety**

Anthony Smith

**Building Safety Managers**

Adrian Jones

Andrew Froggatt

Carl Hill

Louis Conway

**Resident Engagement Officer - Fire Safety**

Abdul Monim Khan

Ethan Somaiya

Hannah Russon

**Housing Office Manager**

Rachel Price

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

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## Section 4

### Description of Premises

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Edinburgh Road 76-98 & 100-116  
Oldbury.  
B68 0ST.

#### **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.

This type 1 assessment covers the building that is known as Edinburgh Road, flats 76-98 & 100-116, two buildings in total. These low-rise blocks were constructed in 1964 and consist of three floors. (inclusive of ground floors).

The building constitutes traditional brick cavity, concrete construction, double glazed UPVC window frames, surmounted by a flat asphalt roofs.

Block 76-98 has 4 dwellings per floor, 12 flats in total. Block 100-116 has 3 dwellings per floor, 9 flats in total.

Access to flats can be gained at the rear of the building, ground floor flats open onto a rear lawned area. Access to the first & second floor is via the single staircase, access controlled by electronic fob or a fire-fighter override drop latch key, this ensures unrestricted access for WMFS.

The first & second floors are open deck walkways at the rear with the stairwell is open to the elements. All flats have balconies that look out across the front elevation of the building.

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Each block has a flat roof, access to the roof is gained from the second-floor deck access walkway.



The buildings are surrounded by lawned gardens and wooden wicket type fencing.



At the front elevation of building 76 -98, there is car parking spaces for approx. 15 vehicles. The rear of building 100-116, there is parking for approx. 3 vehicles.



High/Low Rise	Low Rise
Number of Floors	3
Date of Construction	1964
Construction Type	Traditional Brick Cavity
Last Refurbished	Unknown
External Cladding	PVC to external wall of stairwell & to enclosed balcony of flat 102
Number of Lifts	None
Number of Staircases	1 per block
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	Second floor deck access walkway
Equipment on roof (e.g. mobile phone station etc)	None

## **Persons at Risk**

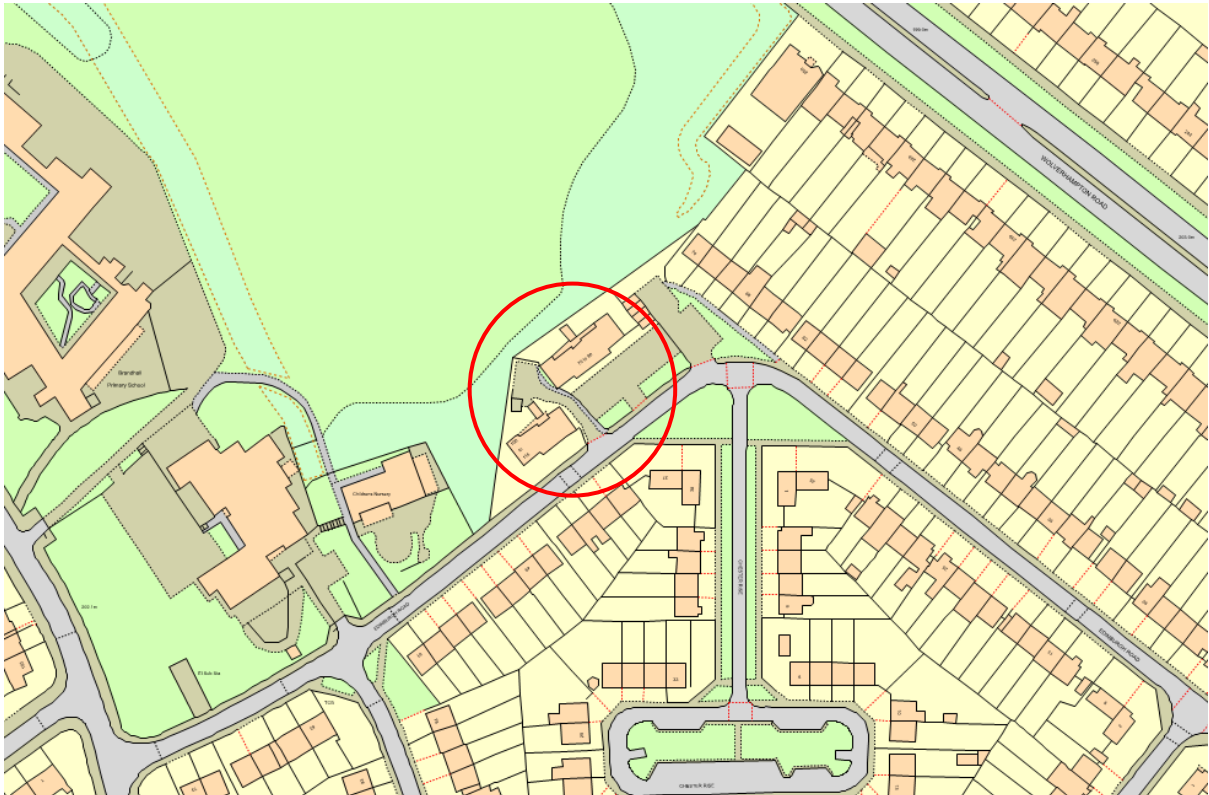
Residents / Occupants of 21 flats,  
Visitors,  
Sandwell MBC employees,  
Contractors,  
Service providers (e.g. meter readers, delivery people etc)  
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

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## Section 5

### Building Plan

The footprint of both buildings and its surrounding area.



## 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, concrete construction, surmounted by a flat roof. The roof can be accessed via the second floor.



- 2) PVC cladding has been installed to a single side elevation to the stairwell in both blocks.



- 3) PVC fascia board has been utilised.

- 4) Each flat has a balcony with a rendered finish, the balcony is accessed from the living room of each flat.
- 5) The balcony belonging to flat 102 has been enclosed utilising a timber frame structure, UPVC window with PVC cladding. *(the tenant had approval from Sandwell MBC Repairs Team KM for the works – letter attached as appendices)*



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



- 7) Windows in the stairwell are UPVC single glazed unit of Georgian wired glass. There is a louvred vent on the top floor to assist with any smoke clearance.



## Section 7

### Means of Escape from Fire

- 1) Each building has a single staircase that provides a means of escape and is 920mm in width.



- 2) All corridors/landings are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
- 3) It was noted on the first floor of block 76 - 98 that two bicycles had been chained to the metal railings on the open deck balcony. (Email sent to housing).



- 4) It was noted outside flat 96 that a waste bin had been left outside the flat entrance door. This should be removed immediately and placed in the appropriate bin storage area. (Email sent to housing).



- 5) The means of escape are protected to prevent the spread of fire and smoke.
- 6) The only communal door within the block is the final exit door which is fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their daily checks. Defective closing devices are reported to an external contractor.



- 7) None of the corridors that form part of the means of escape are dead ends.
- 8) The final exit door has a door entry system installed. These systems are designed to fail safe i.e., door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.
- 9) Communal areas are 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.
- 10) Communal windows are located within the stairwell and can be opened with the use of a key.



- 11) There is a louvre vent within the 2<sup>nd</sup> floor stairwell of each block.



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



- 13) Flat entrance doors are an unknown composite type door. These doors should be upgraded to certified FD30s as part of any future refurbishments.



- 14) Electric meter cupboard doors are FD30s rated, secured with a type 138 suited mortice lock. Residents have been provided with a key for access to their electricity meters.



- 15) **The transom glazing in both ground floor electrical cupboard doors did not display any F.R. rating. This glazing should be upgraded to a minimum of 30 Mins fire resistance or the window over boarded with appropriate materials.**
- 16) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them.
- 17) Access was gained to a sample of properties as part of the risk assessment to ensure that doors have not been tampered with by residents etc. Flats accessed were flat 86 and flat 100.
- 18) Each flat has an external timber store cupboard door adjacent to the main flat entrance door.



## Section

# 8

## Fire Detection and Alarm Systems

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- 1) Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.
- 2) During the assessment, the assessor spoke with the residents of the following flats who confirmed: -

Flat number 86, smoke detection located in the Hallway, Kitchen & Living Room.

Flat number 100, smoke detection located in the Hallway, Kitchen & Living Room.

- 3) Based on the sample of properties assessed during the fire risk assessment, smoke detection within resident's flats are installed to a minimum of LD2 Standard .

*For information*

*LD1 all rooms except wet rooms.*

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

*LD3 Hallway only.*

- 4) There is no other effective means for detecting an outbreak of fire to 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.

## Section 9

### Emergency Lighting

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



- 2) The self-contained units are provided to the communal landings, stairs.
- 3) The monthly testing and maintenance of all installed emergency lighting equipment was carried out in May 2025.

## Section 10

# Compartmentation

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*The high degree of fire separation between flats and the common parts is achieved by making each flat a fire-resisting enclosure. This is known as compartmentation. A compartment is simply a part of a building bounded by walls and floors that will resist the passage of fire for a specified period of time. The fire resistance of this construction is such that, normally, a fire will burn itself out before spreading to other parts of the building.*

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells. All doors are notional 30-minute fire resistant including those in 1-hour rated walls. This is not possible in communal areas due to open plan staircase.
- 2) The premise does not have sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire in communal areas due to open plan staircase and deck access.
- 3) The only communal door within each block is the final exit door which is fitted with an automatic closing device that is checked on a regular basis by Caretaking Teams as part of their daily checks. Defective closing devices are reported to an external contractor.



- 4) The electric meter cupboard doors are FD30s rated, secured with a type 138 suited mortice lock. Residents have been provided with a key for access to their electricity meters. (See section 7, point 15 regarding transoms).
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## Fire Risk Assessment

- 5) A variety of methods / materials have been used to achieve fire-stopping, refer to table(s) below.

### Building 76 – 98

Electric Meter Cupboard		Fire Stopping Materials										Fire Stopping Materials										Fire Stopping Materials										Fire Stopping Materials										Fire Stopping Materials									
Door No	Supplies	Ins. Batt	Ins. Sponge	Ins. AM Mastic	Graphite Filler	Ins. Pads	Ins. Pillows	Ins. Vings	Rockwool	Supplies	Ins. Batt	Ins. Sponge	Ins. AM Mastic	Graphite Filler	Ins. Pads	Ins. Pillows	Ins. Vings	Rockwool	Supplies	Ins. Batt	Ins. Sponge	Ins. AM Mastic	Graphite Filler	Ins. Pads	Ins. Pillows	Ins. Vings	Rockwool	Supplies	Ins. Batt	Ins. Sponge	Ins. AM Mastic	Graphite Filler	Ins. Pads	Ins. Pillows	Ins. Vings	Rockwool	Supplies	Ins. Batt	Ins. Sponge	Ins. AM Mastic	Graphite Filler	Ins. Pads	Ins. Pillows	Ins. Vings	Rockwool	Door No					
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Communal door free from defects		✓		Communal window free from defects		✓		Flat door free from defects		✓		Communal cupboard locked and secure		✓		Communal area free from combustible items		✓		Communal area free from repair materials		✓																													

**Foam Removal & Enhancement Record**

Foam Present But Not Removed This Visit	
Foam Present & Partially Removed This Visit	
Foam Present & Fully Removed This Visit	
No Foam Present	✓
No Enhancement Carried Out This Visit	✓
Enhancement Carried Out This Visit	

**Foam, Enhancements & Other Comments:**

### Building 100 – 116

Electric Meter Cupboard		Fire Stopping Materials										Fire Stopping Materials										Fire Stopping Materials										Fire Stopping Materials										Fire Stopping Materials									
Door No	Supplies	Ins. Batt	Ins. Sponge	Ins. AM Mastic	Graphite Filler	Ins. Pads	Ins. Pillows	Ins. Vings	Rockwool	Supplies	Ins. Batt	Ins. Sponge	Ins. AM Mastic	Graphite Filler	Ins. Pads	Ins. Pillows	Ins. Vings	Rockwool	Supplies	Ins. Batt	Ins. Sponge	Ins. AM Mastic	Graphite Filler	Ins. Pads	Ins. Pillows	Ins. Vings	Rockwool	Supplies	Ins. Batt	Ins. Sponge	Ins. AM Mastic	Graphite Filler	Ins. Pads	Ins. Pillows	Ins. Vings	Rockwool	Supplies	Ins. Batt	Ins. Sponge	Ins. AM Mastic	Graphite Filler	Ins. Pads	Ins. Pillows	Ins. Vings	Rockwool	Door No					
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Communal door free from defects		✓		Communal window free from defects		✓		Flat door free from defects		✓		Communal cupboard locked and secure		✓		Communal area free from combustible items		✓		Communal area free from repair materials		✓																													

**Foam Removal & Enhancement Record**

Foam Present But Not Removed This Visit	
Foam Present & Partially Removed This Visit	
Foam Present & Fully Removed This Visit	
No Foam Present	✓
No Enhancement Carried Out This Visit	✓
Enhancement Carried Out This Visit	

**Foam, Enhancements & Other Comments:**

- 6) The fire stopping / compartmentation is subject to an annual check by the Fire Safety Rapid Response Team.
- 7) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.
- 8) Individual flat doors are FD30s rated composite fire door construction. Refer to door sheet below: -

Block Name	Place-Re	Address	Front Door Type	Glazed / Not Glazed
Edinburgh Road 100-116 (f BL16160ED10		100 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	
Edinburgh Road 100-116 (f BL16160ED10		102 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	
Edinburgh Road 100-116 (f BL16160ED10		104 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	
Edinburgh Road 100-116 (f BL16160ED10		106 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	
Edinburgh Road 100-116 (f BL16160ED10		108 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	
Edinburgh Road 100-116 (f BL16160ED10		110 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	
Edinburgh Road 100-116 (f BL16160ED10		112 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	
Edinburgh Road 100-116 (f BL16160ED10		114 Edinburgh Road;Oldbury;West Midlands;;	Composite Tenant Glazed	
Edinburgh Road 100-116 (f BL16160ED10		116 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	
Edinburgh Road 76-98 (E) BL16160ED11		76-98 Edinburgh Road;Oldbury;West Midlands;;	Intentionally Blank	
Edinburgh Road 76-98 (E) BL16160ED11		76 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	
Edinburgh Road 76-98 (E) BL16160ED11		78 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	
Edinburgh Road 76-98 (E) BL16160ED11		80 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	
Edinburgh Road 76-98 (E) BL16160ED11		82 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	
Edinburgh Road 76-98 (E) BL16160ED11		84 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	
Edinburgh Road 76-98 (E) BL16160ED11		86 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	
Edinburgh Road 76-98 (E) BL16160ED11		88 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	
Edinburgh Road 76-98 (E) BL16160ED11		90 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	
Edinburgh Road 76-98 (E) BL16160ED11		92 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	
Edinburgh Road 76-98 (E) BL16160ED11		94 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	
Edinburgh Road 76-98 (E) BL16160ED11		96 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	
Edinburgh Road 76-98 (E) BL16160ED11		98 Edinburgh Road;Oldbury;West Midlands;;	Composite (unkno Glazed	



- 9) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put -Unless policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them or if they are advised to evacuate by the emergency services.
- 10) The block is fitted with a flat roof, this is accessible via the second floor.

It is accepted that, in older blocks, fire doors, particularly flat entrance doors, do not meet current test standards for FD30s doors. However, these doors may still be acceptable if the doors remain in good condition, and they met the relevant standards at the time of construction of the block.

### **Definitions Fire Doors.**

Notional fire door - A fire door that is thought to have been installed at the time of construction. This door may not meet current building regulation requirements however is still acceptable if performing as originally intended.

Upgraded notional fire door - A notional fire door that has been upgraded. For example, with intumescent strips and cold smoke seals.

Nominal fire door – A fire door that may meet the standards specified within the building regulations but has not been awarded the official certification of doors manufactured and evaluated by an accredited, third-party testing unit and approved formally with the relevant certificates and documentation.

Certified fire door – A fire door and frame that have been approved and certified by the manufacturer. A competent person must install the door assembly.

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## Section

# 11

## Fire Fighting Equipment

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- 1) There is no fire-fighting equipment installed at these premises.
- 2) There is a firefighting hydrant located close to the junction of Edinburgh Road and Chester Rise.



## Section 12

### Fire Signage

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



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



## Section 13

## Employee & Resident Training/Provision of Information

- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking Teams are not currently trained in the effective use of fire extinguishers. Caretaking Teams are not expected to tackle fires in this area.
- 4) Staff undertaking fire risk assessments are qualified to a Level 4 Diploma in Fire Risk Assessment.
- 5) 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

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- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.
  - 2) Hot works are not normally conducted. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
  - 3) The fixed electrical installation should be tested every 5 years. The date of the last recorded EIRC inspection has been recorded as was 03/06/2021 and 04/06/2021. Although these tests are in date, an approved contractor has been appointed to carry out EICR installation testing both buildings.
  - 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 Bryan Low.
  - 5) Portable heaters are not allowed in any common parts of the premises.
  - 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. The gas is supplied externally.
  - 7) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.
-

**Section**  
**15**

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## **Waste Control**

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- 1) Refuse containers are emptied at regular intervals.
- 2) 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 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.
  - 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.
-

**Section**  
**17**

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## **Arson Prevention**

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- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
  - 2) Access to the flats is not restricted by a door entry system. It is recommended that a secure door entry system is fitted to the building should any future upgrades of the building take place.
  - 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) Most 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:

76-98 & 100-116 Edinburgh Road, Oldbury.

Date of Action Plan:

22/05/2025

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
07/15	<p>The transom glazing in both ground floor electrical cupboard doors did not display any F.R. rating.</p> <p>This glazing should be upgraded to a minimum of 30 Mins fire resistance</p>	N/A.	P2	Fire Rapid Response 1 – 3 months.	

## Fire Risk Assessment

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

### Observations

As part of any future upgrades consideration should be given to replacing residents' storage cupboard doors for FD30 fire doors.



### Signed

 ADRIAN JONES	Building Safety Manager	Date: 27/05/2025
	Quality Assurance Check	Date: 29/05/2025

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## Appendix 1

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


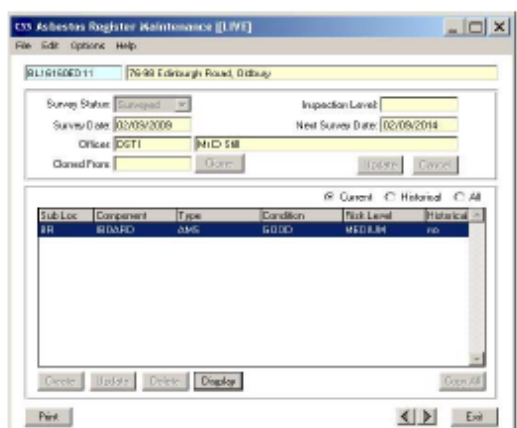

**Name of property:** Edinburgh Road, Oldbury. (Flats 76-98 & 100-116)

**Updated:** 06/09/2022.


**Premise Manager:** Tony Thompson.

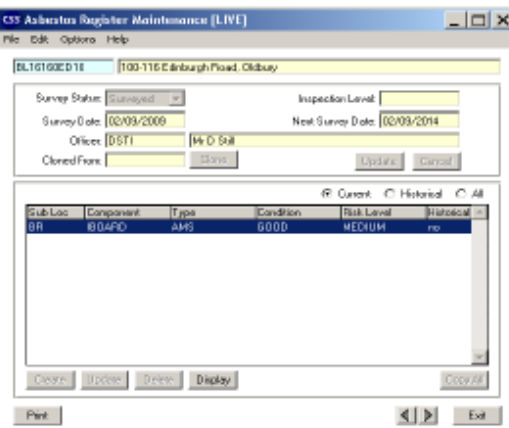
**Tel. No.:** 0121 569 2975

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


<b>Asbestos Survey</b>		Property Address 76-98 Edinburgh Road, Oldbury, B68 0ST.				✓ Office use	
Surveyed by Dave Jasper		Date 25/10/12		Checked by Paul Arundel			
Reason for request		HSG 264 - Survey Report Type		Date 26/10/12			
Investment Void	Refurbishment Survey	✓	Property Description				
Investment Tenanted	Management Survey	✓	House	Bungalow			
R & M Void	SHAPE Interrogated.	✓	Semi Detached	Low Rise Flat	✓		
R & M Tenanted	No Existing SHAPE Data.	✓	End Terrace	High Rise Flat			
Medical / Emergency - Heating Works	Existing SHAPE Data.		Mid Terrace	Maisonette			
Communal Survey	✓	Refurb Surveys Interrogated ?	No of Bedrooms	Floor Level		Year Built	1964
				<p>Notes / including details of similar property surveys completed.</p> <p>Survey for the purposes of electrical works requested by S. Kennedy 04/07/12.</p> <p><b>REVISED BY DAVID JASPER ON 06/09/2022</b></p>			
<p>Building Surveyors 0121 569 5077</p>				<p>Asset Team – Investment Division Operations &amp; Development Centre Roway Lane Oldbury B69 3ES</p>			
							

# Fire Risk Assessment

Sample Locations		Property Address 76-98 Edinburgh Road, Oldbury, B68 0ST.						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Label	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
2 <sup>ND</sup> FLOOR COMMUNAL CEILING	BOARD	60m <sup>2</sup>	PAINTED	CM-005	ASBESTOS CHAMBRIQUE	YES	NO	REMOVED
								
ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM'S.								
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL			
GROUND FLOOR BALCONY SOFIT	CONCRETE	2 <sup>ND</sup> FLOOR COMMUNAL CEILING	SUPALUX					
1 <sup>ST</sup> FLOOR BALCONY SOFIT	CONCRETE	FRONT DOOR FRAME SEALANTS	SILICONE					
WASHERS TO LIGHT FITTING DIFFUSERS	MMF	COMMUNAL DOOR FRAME SEALANTS	SILICONE					
METER CUPBOARD CEILING (stairs soffit)	CONCRETE							

Asbestos Survey		Property Address 100-116 Edinburgh Road, Oldbury, B68 0ST		Office use	
Surveyed by	Dave Jasper	Date	25/10/12	Checked by	Paul Arundel
Reason for request		HSG 254 - Survey Report Type		Date 26/10/12	
Investment Void	Refurbishment Survey	<input checked="" type="checkbox"/>	Property Description		
Investment Tenanted	Management Survey	<input checked="" type="checkbox"/>	House	Bungalow	
R & M Void	SHAPE Interrogated.	<input checked="" type="checkbox"/>	Semi Detached	Low Rise Flat	<input checked="" type="checkbox"/>
R & M Tenanted	No Existing SHAPE Data.	<input checked="" type="checkbox"/>	End Terrace	High Rise Flat	
Medical / Emergency - Heating Works	Existing SHAPE Data.		Mid Terrace	Maisonette	
Communal Survey	<input checked="" type="checkbox"/> Refurb Surveys Interrogated ?		No of Bedrooms	Floor Level	
					Year Built 1964
			<p>Notes / including details of similar property surveys completed.</p> <p>Survey for the purposes of electrical works requested by S. Kennedy 04/07/12.</p> <p>REVISED BY DAVID JASPER ON 06/09/2022</p>		
<p>Building Surveyors 0121 569 5077</p>			<p>Asset Team – Investment Division Operations &amp; Development Centre Roway Lane Oldbury B69 3ES</p>		

# Fire Risk Assessment

Sample Locations		Property Address	100-116 Edinburgh Road, Oldbury, B68 0ST					
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	LABEL	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
2 <sup>ND</sup> FLOOR COMMUNAL CEILING & 2 <sup>ND</sup> FLOOR FLAT BALCONIES	BOARD	40m <sup>2</sup>	PAINTED	PRELIM SAME AS CM-012	ASBESTOS - CONFIRMED	YES	NO	REMOVED
								
ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM's.								
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL			
GROUND FLOOR BALCONY SOFIT	CONCRETE	2 <sup>ND</sup> FLOOR COMMUNAL CEILINGS	SUPALUX					
1 <sup>ST</sup> FLOOR BALCONY SOFIT	CONCRETE	DOOR FRAME SEALANTS	SILICONE					
WASHERS TO LIGHT FITTING DIFFUSERS	MMF	COMMUNAL DOOR FRAME SEALANTS	SILICONE					
METER CUPBOARDS CEILING (stairs loft)	CONCRETE							

## 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, Borescope 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 ACM's 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.

## Appendix 2

  
102 Edinburgh Road  
Oldbury  
West Midlands  
B68 0ST

Our Ref: 2192035  
Please ask for: Mr K Morris  
Telephone No: 0121 368 1166

Date: 03<sup>rd</sup> March 2017

Dear Mr Perkins,

### **Re: Request for Permission to Alter Your Property**

Thank you for your letter received on 22/02/2017 requesting permission to make the following alterations to your property:

Supply and fix a new window as you're photographs.

Following an assessment of your request by our Repairs Quality Assurance Officer, permission to make the alterations has been approved. Please note that this approval is only for the alterations detailed above. No other alterations can be made.

Furthermore, approval is subject to the following conditions, as detailed in your tenancy agreement:

1. All work must conform to any Building Regulations and Planning Permission requirements as necessary. It is your responsibility to seek approval and obtain all permissions as appropriate prior to starting any works and includes any related charges.
  2. Qualified trades persons undertake the alterations and associated works, using materials fit for their intended purpose.
  3. There is no encroachment onto neighbour's properties that may put them in danger or cause a nuisance.
  4. You cover all costs associated with the work, including all finishes, i.e. plastering, flooring, decorations etc.
  5. Any rubbish incurred with the alterations is removed as soon as practical at your own expense.
  6. You accept responsibility to maintain the alterations that have been made.
  7. Upon completion of the works, you must contact the Quality Assurance Officer to allow a final inspection of the works to be carried out.
  8. If the inspection identifies that the work has been carried out in a way that has or could cause damage to the property or put someone in danger, you are
-

responsible to have the problem put right. If you do not sort out the problem, we may arrange for the work to be carried out and then recharge you for the work undertaken.

9. All defects/damage resulting from the alterations will be your responsibility to rectify.
10. Should you terminate your tenancy, we may require you to change any alterations to their original condition. Failure to make the changes may result in recharges made to you for any repairs to the property.

Should you disagree with this decision and the conditions stated above, you may ask for a review of your case within 21 days from the date of this letter. If no response is received within this period, the decision and the conditions shall be deemed to be accepted.

A request for a review should be made in writing to the Interim Director of Neighbourhood Services, Sandwell MBC and sent to the address at the bottom of this letter, stating the reasons why you disagree with the decision made.

You will be notified of the result of this review within 5 weeks of your request being received.

In addition, you may also wish to seek advice and/or assistance from the Local Government Ombudsman or Citizens Advice Bureau.

If you require any help to request a review or wish to discuss this matter further, please do not hesitate to contact us on the above telephone number.

Yours sincerely,  
Chris Lewis  
**Repairs Manager**

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