

Fire Risk Assessment

1-9 Keswick House

Lovett Avenue,
Oldbury,
B69 1BP



Date Completed: 08/07/2025

Review Period: 3 years.

Officer: S. Henley Fire Risk Assessor

Checked by: J Blewitt Team Lead Fire Safety

Current Risk Rating = Tolerable

Subsequent reviews

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

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Section

0

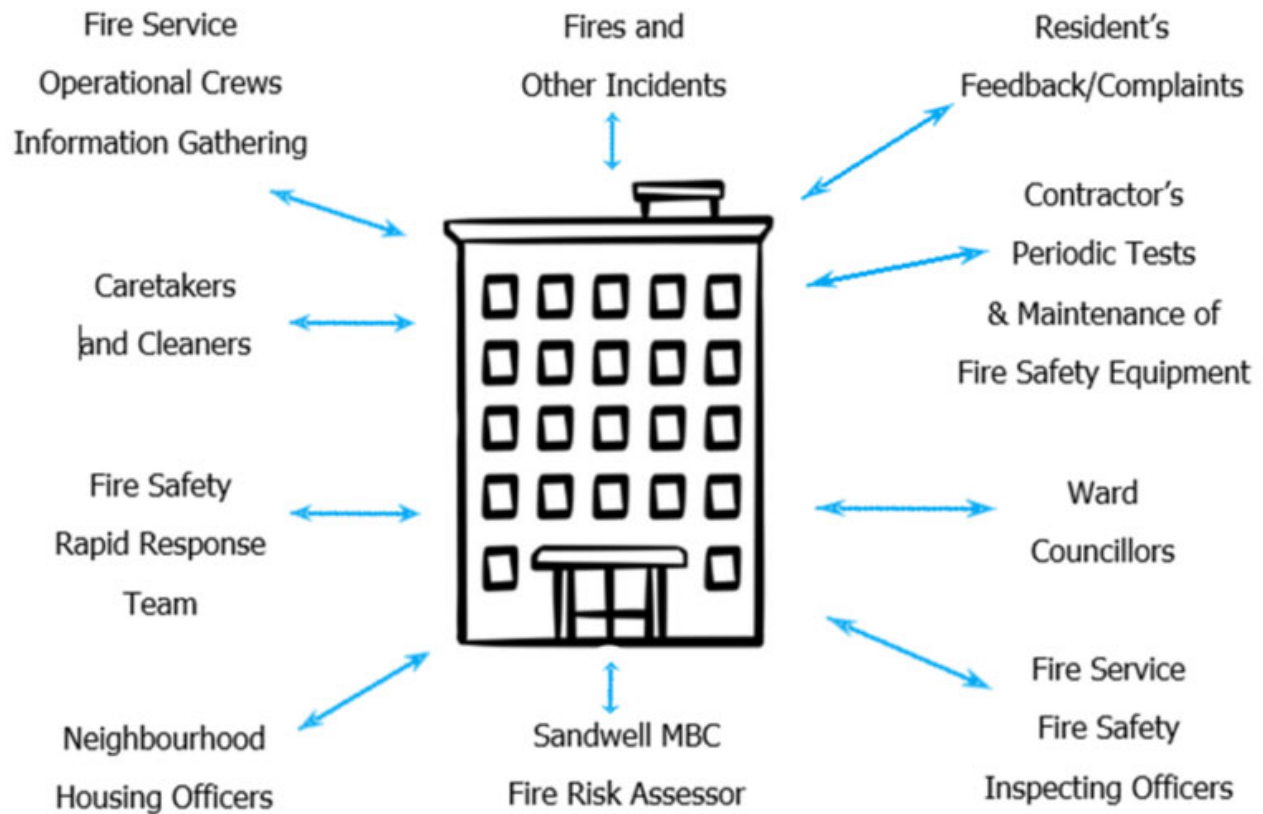
Introduction

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

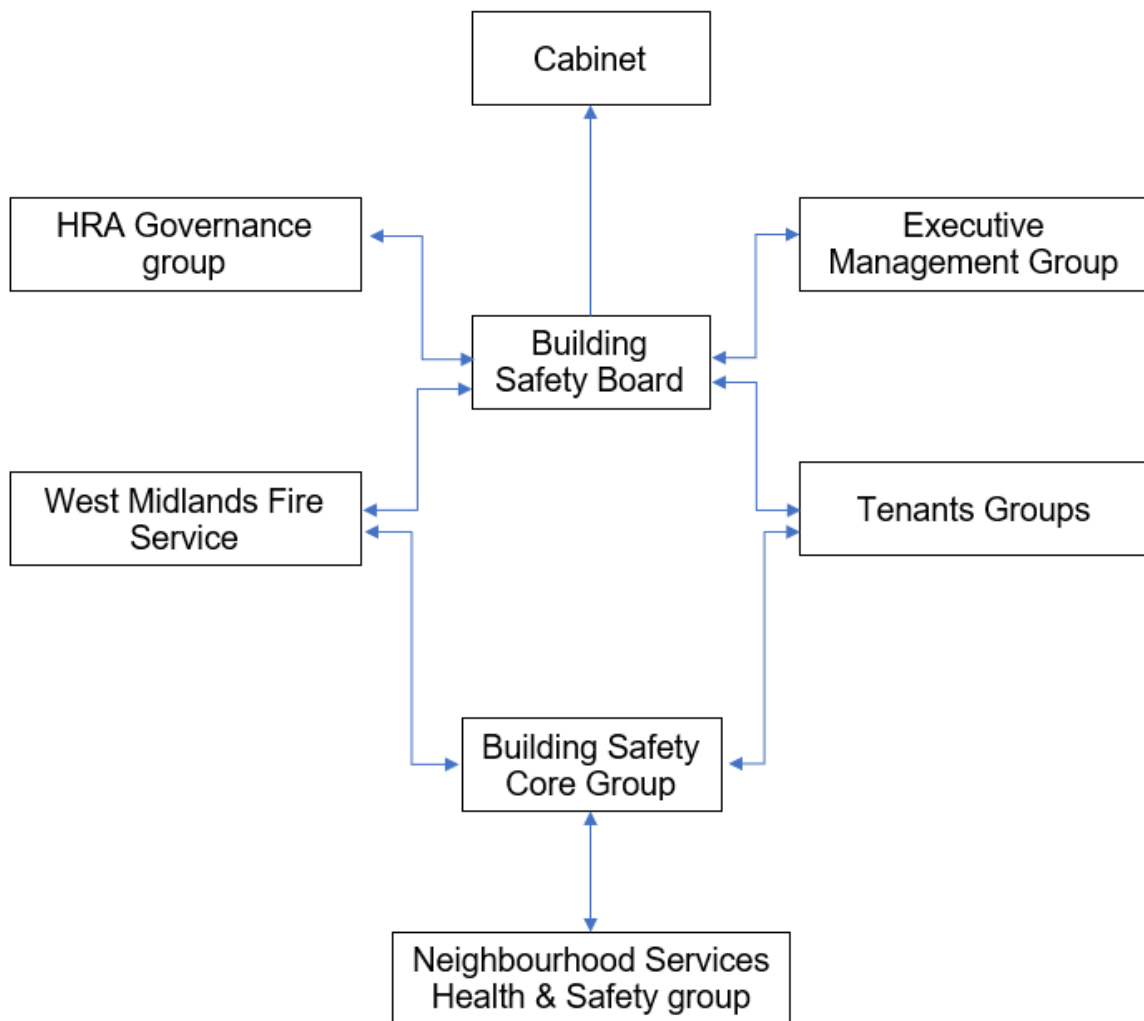
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and become the current fire risk assessment. The previous fire risk assessment will be retained in the building safety case for that building.

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



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

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



To summarise the fire risk assessment, in this scenario the RR(FS)O requires the prescribed information to be recorded. The prescribed information is the significant findings of the fire risk assessment and those groups or persons especially at risk from fire. This is recorded here in [section 1](#). Also required to be recorded under article 11, are the fire safety arrangements for the planning, organisation, control, monitoring and review of the preventative and protective measures. The information shown above is part of this requirement.

Section**1****Significant findings**

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

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	External Envelope The block is brick cavity construction, with felt roofing and UPVC fascia. There is a small amount of spandrel panels fitted below windows in the common area stairwell. Property windows are UPVC double glazed units. There are vertically aligned concrete balconies with steel balustrades. A number of external lights are fitted for safety and security around the premises. Doors are fitted with self-closers and access is via fob or buzzer.	Trivial

<p>Section 7</p>	<p>Means of Escape from Fire</p> <p>The block has a protected staircase with 2 final exit doors that provide a suitable means of escape. 2 emergency lights installed near front entrance.</p> <p>Front & Rear exit door frames are of aluminium construction.</p> <p>Step ladders are being stored on the 2nd floor communal landing</p> <p>Metal Trunking installed across ceiling routing from residents' meter cupboard and supplying flats within the block.</p> <p>All communal hallway floors are carpeted.</p> <p>All floors have S.M.B.C fitted carpet. Due to the fact S.M.B.C specified and managed the installation of the carpets it has been presumed that it is class 0 fire rated.</p> <p>Carpets BS 5287,1988 specification for assessment and labelling of textile floor coverings and BS 4790 Fire Test Method to textile Floor Coverings</p> <p>A number of flats at their entrances have door mats, the fire rating is not known on the door mats.</p>	<p>Trivial</p>
<p>Section 8</p>	<p>Fire Detection and Alarm Systems</p> <p>Flats have a fire detection system fitted to an LD3 standard.</p> <p>Flat 6 & 7 checked at time of assessment being carried out.</p> <p>No detection in communal areas.</p>	<p>Trivial</p>

Section 9	<p>Emergency Lighting</p> <p>The premises have a sufficient emergency / escape lighting system in accordance with BS 5266. The last annual check was carried out on the 16/04/2025.</p>	Trivial
Section 10	<p>Compartmentation</p> <p>Flat No 7 has an additional non-fire rated front door, also has removed the self-closer front the rated door.</p> <p>Individual flat doors are FD30s rated composite fire doors and fitted with self-closers.</p> <p>All service cupboards to communal landings are FD30s rated and lockable with budget locks and include a fire door Keep locked sticker.</p> <ul style="list-style-type: none"> • Ground floor and second floor electrical service cupboard has a few gaps/holes that are in need of fire stopping within the cupboard. <p>Each flat has access to a storage cupboard adjacent the flat door. Cupboards do not have fire rated doors but are kept locked</p>	Tolerable
Section 11	<p>Fire Fighting Equipment</p> <p>The premises have no provision for firefighting equipment.</p>	Trivial
Section 12	<p>Fire Signage</p> <p>There is sufficient Fire door keep shut signs & No Smoking signs in place. The signage on the outside, front and back is in need of replacement due to fading and damage.</p>	Tolerable

Section 13	Employee Training All staff receive basic fire safety awareness training.	Trivial
Section 14	Sources of Ignition The fixed electrical installation should be tested every 5 years. At the time of the assessment, it was determined that the last EICR inspection of electrical equipment was carried out on 21/02/2025	Trivial
Section 15	Waste Control Caretakers undertake regular checks and bins are stored away from the building. Refuse bins are to the rear against brick wall, away from residential block. Settee being stored in the rear courtyard by wooden fence	Tolerable
Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
Section 17	Arson Prevention 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.	Trivial

Section 18	<p>Storage Arrangements</p> <p>Residents have their own internal store cupboards next to their flat entrances which are kept secure with their own locks.</p> <p>There are also external storage set within a compound away from the main block, these are secured by residents with their own locks.</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>	<p>Trivial</p>
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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.

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

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

Extreme harm

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

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

After conducting a Type 1 fire risk assessment at Keswick House, I conclude that the likelihood of a fire is of a medium risk level prior to the implementation of the action plan, owing to the standard fire hazards identified within the assessment.

These hazards include:

Considering the use of the premises and the occupants within the block, the potential consequences for life safety in the event of a fire would be minor harm. This is because all flats are fitted with FD30s composite entrance doors, smoke detection systems installed to a minimum of LD3 in all flats, two final exit doors, and a stay-put strategy unless a fire strategy is in place.

Once the recommended actions have been completed, the overall risk rating for the building will be reduced to trivial, subject to the implementation of the suggested measures outlined in this fire risk assessment.

Overall, the risk level at the time of this FRA is considered tolerable.

A suitable risk-based control plan (where applicable) should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been advocated for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need 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 period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

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

Section

2

People at Significant Risk of Fire

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

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

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

Residents are responsible for letting us know whether they might need a Personal Emergency Evacuation Plan (PEEP). The Resident Engagement Officers (Fire Safety) will conduct an assessment visit upon request. Any risk-reduction measures that are found where a PEEP is necessary and completed will be documented and taken quickly. With the consent of the resident, we will make a referral for West Midlands Fire Service to conduct a Safe and Well visit.

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

Section 3

Contact Details

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

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

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

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

Chief Executive Shokat Lal		
Executive Director Asset Manager & Improvement Alan Lunt		
Fire Safety Manager Tony Thompson		
Team Lead Fire Safety Jason Blewitt		
Team Lead Building Safety Anthony Smith		
Housing Office Manager Rachel Price		
Building Safety Managers Adrian Jones Carl Hill Louis Conway Andrew Froggatt	Fire Risk Assessors Mohammed Zafeer Stuart Henley Craig Hudson	Resident Engagement Officers – Fire Safety Abdulmonim Khan Ethan Somaiya Hannah Russon

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

Section 4

Description of Premises

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.

1-9 Keswick House
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The low-rise block was constructed in 1965 of traditional brick cavity construction with a concrete slab separating each floor. The block consists of 3 storeys including the ground floor. All flats including the ground floor have access to a balcony with steel railings and a back-yard space. Each of the floors from the ground floor upwards contain 3 individual flats.

The block has a front entrance, that has a door entry system, and a fob reader installed. There is a rear access door, leading to a rear garden and courtyard area. Both escape routes lead to an ultimate place of safety. The Front and rear entrance points utilise a door entry system with a fob reader installed.

The block has 1 central staircase as the sole means of escape for all flats (above ground floor). There are electrical cupboards (Notional FD30s) located on each floor secured with a budget lock containing residents' meters.

There is a dedicated area within the rear yard area where bins are stored.

The building has been designed and constructed to provide reasonable facilities to assist fire fighters in the protection of life. Reasonable provisions have been made to enable fire appliances to gain access to the building.

The enforcing authority is West Midlands Fire Service
Nearest Fire station is Oldbury fire station, which is 1.1 miles

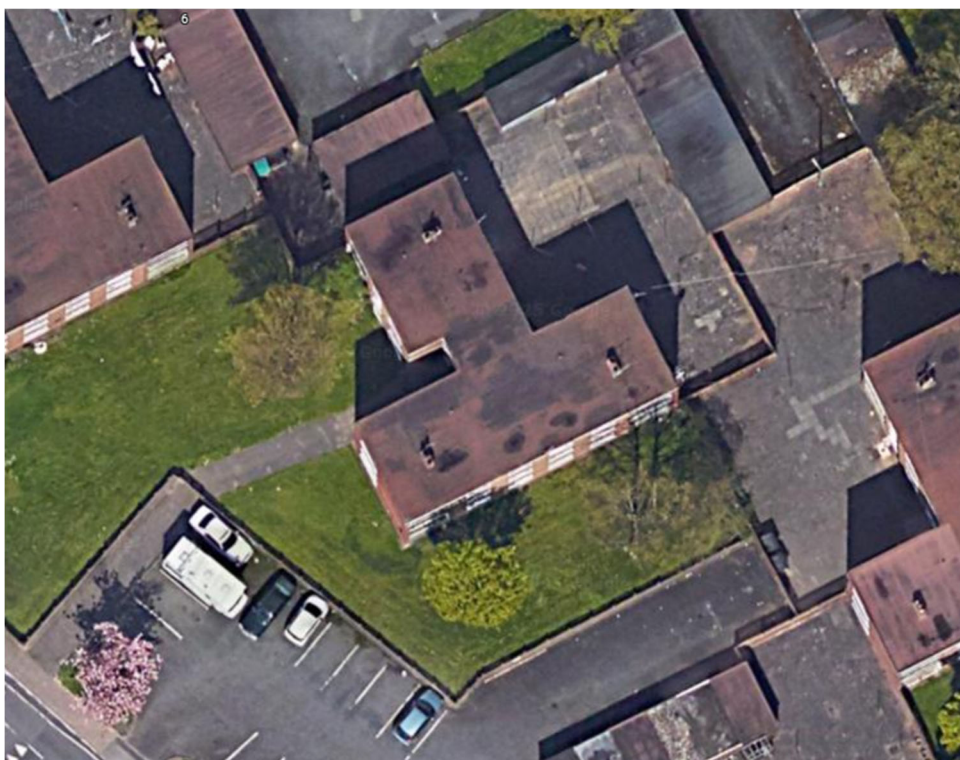
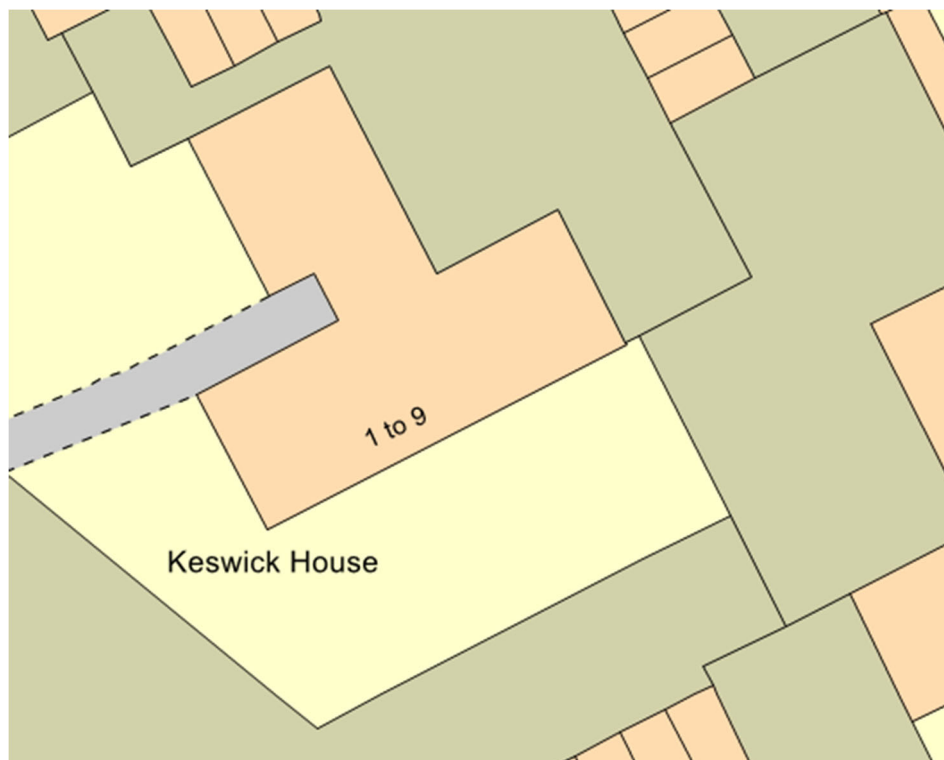
High/Low Rise	Low-Rise
Number of Floors	3
Date of Construction	1965
Construction Type	Traditional brick and concrete
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	Flat roof – no internal access
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 9 number of flats,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

Building Plan



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.

Provide a breakdown of the materials used and whether these or their combination or application present an acceptable level of fire risk.

- 1) The external surface of the building is predominantly brick structure with UPVC fascia to the roof line with felt roof.



- 2) UPVC double glazed units have been installed to each flat, UPVC and aluminium units installed in the communal stairwell, with spandrel panels on lower sections of stairway units. There is a canopy situated over the entrance to the block.



3) Each flat has an individual balcony with steel railings



4) Access to the building: front entrance is via a call point/fob system, and firefighting override system. Rear entrance is a fob access only

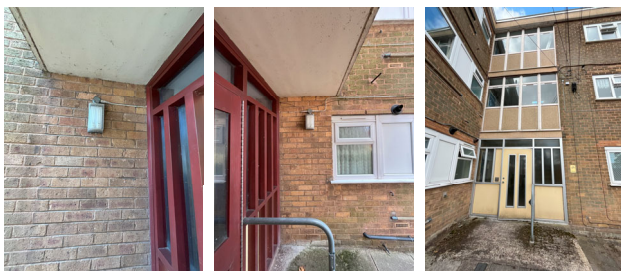


Front door access



Rear door access

5) There is lighting installed to the front door for safety and security, however the rear elevation would also benefit from having lighting installed on a future programme.



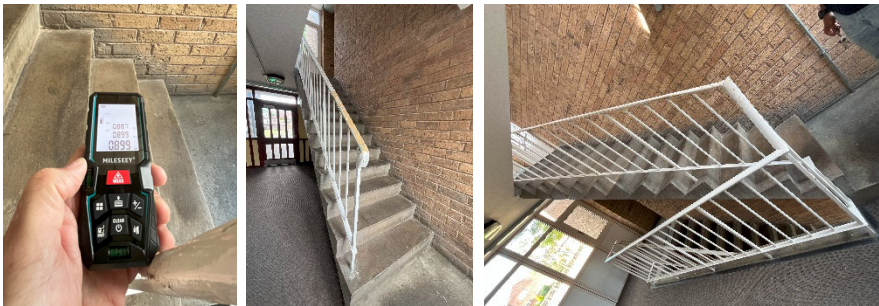
Front access

Rear access

Section 7

Means of Escape from Fire

- 1) Each floor consists of a single staircase that provides a means of escape and has a width of 899mm.



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



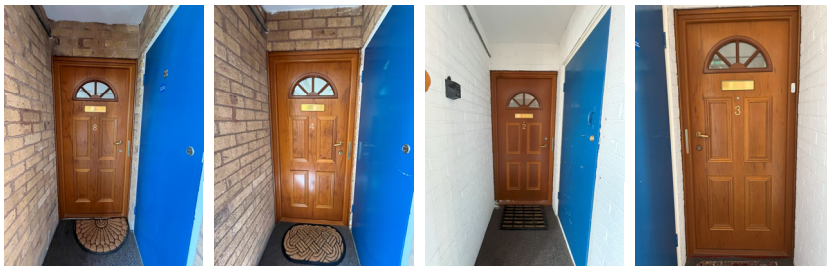
- 3) None of the corridors that form part of the means of escape are dead ends.
 - 4) The means of escape are protected to prevent the spread of fire and smoke.
 - 5) The only communal doors within the block are the final exit doors, which are fitted with automatic closing devices that are checked on a regular basis by caretaking teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
-



- 6) All floors have S.M.B.C fitted carpet. Due to the fact S.M.B.C specified and managed the installation of the carpets it has been presumed that it is class 0 fire rated.

Carpets BS 5287, 1988 specification for assessment and labelling of textile floor coverings and BS 4790 Fire Test Method to textile Floor Coverings

A number of flat entrances have door mats; the fire rating is not known on these door mats.

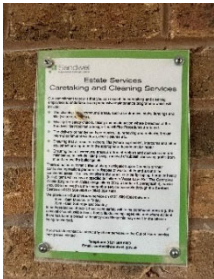


- 7) Windows on the front first floor fully open and can be used as a means of escape.

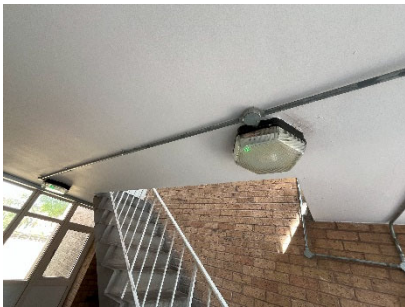


- 8) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also

an out of hour's service that allows combustible items of furniture / rubbish to be removed.



- 9) 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. ([Refer to section 9](#))



- 10) On the 2nd floor there is a set of aluminium ladders. These are kept in an area out of the way and would not compromise safe exit from the block.



- 11) On the ground floor there is a heavy-duty steel storage cupboard used for cleaning products. This does not compromise safe exit from the premises



Section 8

Fire Detection and Alarm Systems

- 1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats the equipment is subjected to a cyclical test.
- 2) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD3 Standard.

Flat 7 & 6 was inspected at the time of inspection



For information

LD1 all rooms except wet rooms

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

LD3 Hallway only

- 3) There is no 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

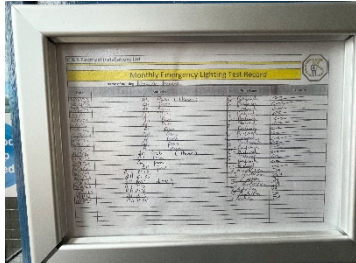
Section 9

Emergency Lighting

- 1) The premises have a sufficient emergency / escape lighting system in accordance with BS 5266.
- 2) Two units of emergency lighting is situated on each floor



- 3) Emergency lights are also checked and tested monthly by City Fire & Electrical Services



cityfire CPSS - BS6595 - Emergency Lighting Test Certificate - Self-Contained Storage

Test Details

Area	City Fire	Ref No.	ACC/001/01234
Tested By	John Doe	Test Date	15/01/2023
Tested At	123 Main St, London	Test Time	14:30

Test Results

Location	Tested	Result
Room 1	✓	Pass
Room 2	✓	Pass
Room 3	✓	Pass
Room 4	✓	Pass
Room 5	✓	Pass
Room 6	✓	Pass
Room 7	✓	Pass
Room 8	✓	Pass
Room 9	✓	Pass
Room 10	✓	Pass

Tested By John Doe
Tested At 123 Main St, London
Test Date 15/01/2023

Tested By John Doe
Tested At 123 Main St, London
Test Date 15/01/2023

Section 10

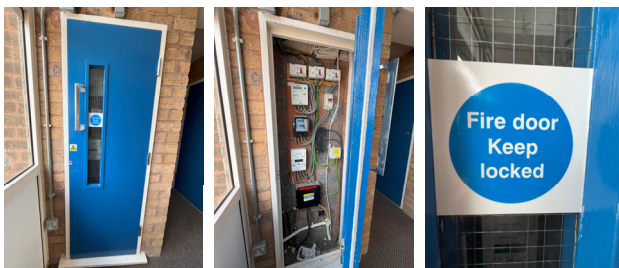
Compartmentation

This section should be read in conjunction with Section 4

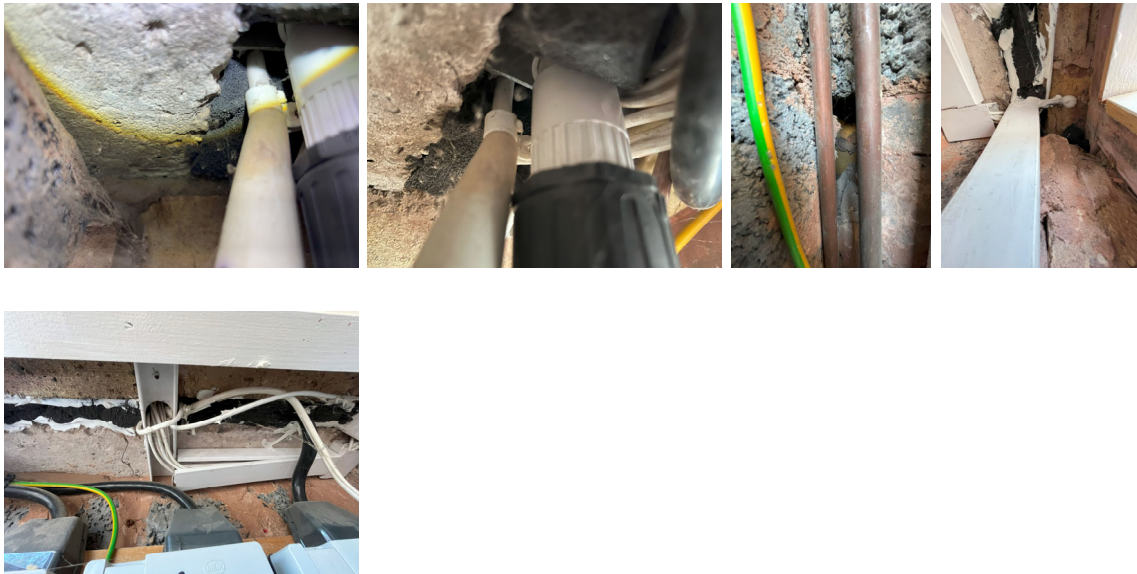
- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 30 minutes horizontal fire resistance.
- 2) The premise does not have sufficient compartmentation to limit the travel and effect of smoke and flame in the event of a fire in communal areas due to having an open plan stairwell. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping as not been compromised by third parties and where applicable enhance the fire stopping.
- 3) There are no communal doors fitted with automatic closing devices other than the final exit doors. These are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).



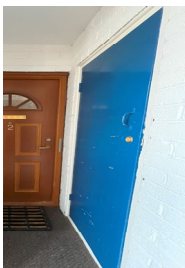
- 4) All service cupboards to communal landings are FD30s rated and lockable with budget locks and include a fire door Keep locked sticker.



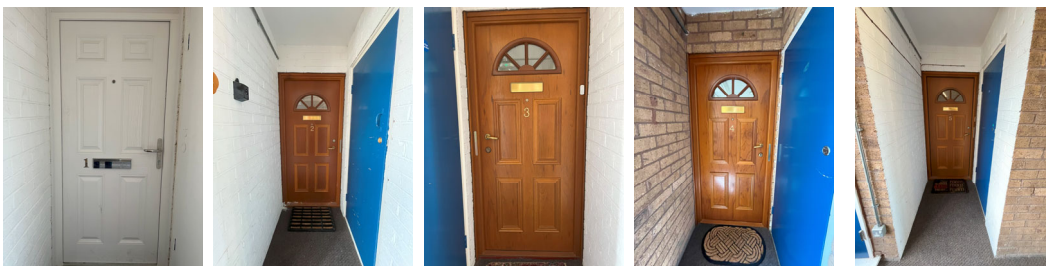
- 5) The electrical service cupboards on the ground floor and second floor are in need of fire stopping due to gaps in the structure

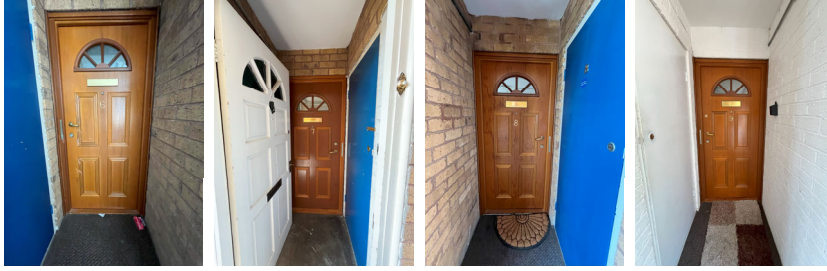


- 6) Each flat has access to a storage cupboard adjacent the flat door. Cupboards do not have fire rated doors but are kept locked



- 7) Individual flat doors are FD30s rated composite fire door construction. Flat 7 has an additional door fitted to the alcove in front of the rated door. 1-9 pictured





- 8) All doors would have been fitted with self-closers at the time of installation. Unable to inspect all these at the time of the inspection so can not say if they are working correctly and still in place. **Flat 7 which was inspected had removed the self-closer.**

Section

11

Fire Fighting Equipment

- 1) There is no firefighting equipment on this premises.

Section 12

Fire Signage

- 1) Fire door keep shut signs are displayed where appropriate. All resident meter cupboards display "Fire Door Keep Shut" sign.



- 2) Fire Action Notices are not displayed throughout the building. The signs are not necessarily due to the building not having a complex layout.
- 3) Yellow LPG warning signs are not displayed within the block. [refer to section 18](#)
- 4) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. **Signage at the front and rear of premise require changing due to fading and damage.**



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.
- 4) Fire safety has been provided as part of tenancy pack.
- 5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.

Section 14

Sources of Ignition

- 1) Smoking is prohibited on entrance and within any communal parts of the building in line with Smoke Free England legislation.
- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 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 Bryan Low.
- 4) Other portable electrical equipment as used by residents in communal areas is also subject to periodic PAT testing.
- 5) The fixed electrical installation shall be tested every 5 years. The date of the last test was 21/2/25 date of next inspection is 20/10/30

APPROVED CONTRACTOR **Dodd Group**

This certificate is not valid if the serial number has been defaced or altered. **24100540** **EICR18.3C**

ELECTRICAL INSTALLATION CONDITION REPORT
Issued in accordance with BS 7671:2018 (as amended) - Requirements for Electrical Installations

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION	
DETAILS OF THE CONTRACTOR Registration No. 000700004 Trading Name: Dodd Group (Midlands) Ltd Address: Unit 1 Polkirk Park, Polkirk Lane, Southwicks Postcode: B95 2HN Tel No: 0121 555 5500	DETAILS OF THE CLIENT Customer Reference Number (CRM) N/A Name: Sandwell Council Address: Chubb, West Midlands Postcode: B95 1QR Tel No: N/A
PART 2 : PURPOSE OF THE REPORT	
Purpose for which this report is required: Test and inspect to communal power to ensure safety for continued use Date(s) when inspection and testing was carried out: 16/02/2025 - 21/02/2025 Recently available (E22) N/A Previous inspection report available (E22) N/A Previous report date: N/A	
PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION	
Based on condition of the installation (in terms of electrical safety), installation is generally in good condition, install is of an age of an older version of the report (10th edition) Description of premises: Dwelling (✓) Commercial (N/A) Industrial (N/A) Other (include brief description): N/A Estimated age of electrical installation: 25 years Evidence of additions or alterations: X (Yes, estimated age: N/A years) Overall assessment of the installation for continued use: Satisfactory/Unsatisfactory** (see annex) **No unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified (Details in PART 4 of this report) and it is recommended that these are acted upon as a matter of urgency.	
PART 4 : DECLARATION	
I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), purporting of which are described in PART 3, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (PART 3) and the attached Schedule, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 3 of this report. Name (signatory) on behalf of the contractor (identified in PART 1): LEON WALKER Signature:  Date: 21/02/2025	

Original for use by person carrying the work

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

- 8) All Residents service cupboards on each floor are housed behind a FD30s fire rated doors. All cupboards are free from any combustibles.



- 9) 2nd floor has door entry system power supply unit installed on the wall, this is secure and away from resident's reach, all cabling is housed within boxed metal trunking above.



Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises. **In need of a cabinet fitting to show cleaning documents as this is not in place.**
- 2) Refuse bins are stored to the rear of the building. Bins Are regularly emptied by site services.



- 3) Regular checks by Caretakers minimise risk of waste accumulation. Cleaning rota not on display due to missing cabinet, team notified.



- 4) 'Out of Hours' service is in place to remove bulk items.
- 5) **Out by the bins at the rear of the premises there is a settee being stored. These need removing.**



Section 16

Control and Supervision of Contractors and Visitors

- 1) All visitors must sign in and out at reception.
 - 2) 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.
 - 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 – in order to monitor, review and share any new information including any new risks.
 - c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.
 - d) Final Contractor review on completion of works undertaken
-

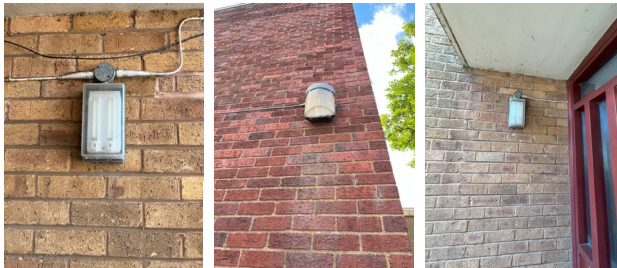
Section 17

Arson Prevention

- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
- 2) Restricted access to the premises by means of a door entry system to the front and the rear.



- 3) There is no current evidence of arson.
- 4) The perimeter of the premises is well illuminated. **Lights required outside the rear exit door.**

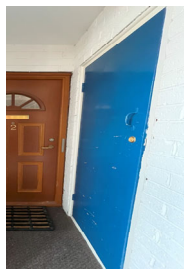


- 5) There have been no reported fire incidents since the last FRA.

Section 18

Storage Arrangements

- 1) Residents instructed not to bring L.P.G cylinders into block.
- 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
- 3) No Flammable liquids stored on site by Caretakers / cleaners.
- 4) There are no flammable liquids or gas cylinders stored on site.
- 5) Residents have individual storage cupboard internally and externally which they keep secured by means of own keys.



Section 19

Additional Control Measures. Fire Risk Assessment - Level 2 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 Level 2 Action Plan



Name of Premises or Location:

Keswick House

Date of Action Plan:



10th July 2025

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
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Fire Risk Assessment

10/5	The electrical service cupboards on the ground floor and second floor are in need of fire stopping due to gaps in the structure. Due to no access to 1 st floor cupboard can this be checked at time of works?		P2	1-3 Months Fire Rapid Response	
10/8	Self-closer removed from flat 7 front door		P2	1-3 Months Fire Rapid Response	
12/4	NO SMOKING signs need replacing at the front and rear doors due to fading and damage.		P2	1-3 Months Fire Rapid Response	

Fire Risk Assessment



15/5	Remove settee being stored from the rear of the premises.		P2	1-3 Months Housing Manager	
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Observations

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).

Install security light by rear exit/entrance to the rear of the property for safety and security.

Signed

	Fire Risk Assessor	Date: 10 th July 2025
	Team Lead Fire Safety	Date: 10 th July 2025

Appendix 1

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



Name of property: Keswick House

Updated:

Premise Manager: Rachel Price

Tel. No.: 0121 569 2975

Hazard	Location	Information/Comments
An asbestos survey has been undertaken and is held by S.M.B.C. Investment Division (Derek Still Tel:- 0121 569 5077).		

Asbestos Survey		Property Address: Keswick House 1-9, Oldbury, B69 1DR		✓ Office use																																										
Surveyed by: S.Harrison	Date: 20/03/14	Checked by: DEREK STILL	Desktop Check: <input checked="" type="checkbox"/>	Site Check: <input type="checkbox"/>																																										
Reason for request: HSG 264 - Survey Report Type		Date: 19/05/2020																																												
Investment Void	Refurbishment Survey	<div style="display: flex; align-items: center;"> <div style="flex: 1;"> Property Description 3 STOREY LOW RISE BLOCK OF FLATS </div> <div style="flex: 1;">  </div> </div>																																												
Investment Tenanted	Management Survey ✓																																													
R & M Void	SHAPE Interrogated. ✓																																													
R & M Tenanted	No Existing SHAPE Data.																																													
Medical / Emergency - Heating Works	Existing SHAPE Data. ✓																																													
Communal Areas	✓ Refurb Surveys Interrogated ?	Year Built: <input type="text"/>																																												
OS Asbestos Register Maintenance (LIVE) File Edit Options Help <input type="text" value="BL30340KETE"/> <input type="text" value="Keswick House 1-9 (old), Lovett Avenue, Oldbury, West Midlands, B69 1DR"/>		Notes / including details of similar property surveys completed. Page 2 updated on the 06/07/2022 by Dave Jasper																																												
Survey Status: <input type="text"/> Inspection Level: <input type="text"/> Survey Date: <input type="text"/> Next Survey Date: <input type="text"/> Officer: <input type="text"/> Cloned From: <input type="text"/> <input type="button" value="Update"/> <input type="button" value="Cancel"/>																																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sub Loc</th><th>Component</th><th>Type</th><th>Condition</th><th>Risk Level</th><th>Historical</th></tr> </thead> <tbody> <tr> <td>ALL</td><td>STILES</td><td>N/A</td><td>NOI</td><td>NONE</td><td>no</td></tr> <tr> <td>UR</td><td>CEILING</td><td>N/A</td><td></td><td>NONE</td><td>no</td></tr> <tr> <td>WC</td><td>CISTERN</td><td>N/A</td><td></td><td>NONE</td><td>no</td></tr> <tr> <td>BR</td><td>PANEL</td><td>N/A</td><td></td><td>NONE</td><td>no</td></tr> <tr> <td>HA</td><td>BOXING</td><td>N/A</td><td></td><td>NONE</td><td>no</td></tr> <tr> <td>IN</td><td>SPFE</td><td>N/A</td><td></td><td>NONE</td><td>no</td></tr> </tbody> </table>		Sub Loc	Component	Type	Condition	Risk Level	Historical	ALL	STILES	N/A	NOI	NONE	no	UR	CEILING	N/A		NONE	no	WC	CISTERN	N/A		NONE	no	BR	PANEL	N/A		NONE	no	HA	BOXING	N/A		NONE	no	IN	SPFE	N/A		NONE	no	<div style="display: flex; justify-content: space-between;"> <div> Building Surveyors 0121 569 5077 </div> <div style="text-align: center;">  </div> <div> Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES </div> </div>		
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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.

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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 information of the Company Asbestos Register complements 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

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