

**Lovett Avenue, Oldbury,  
B69 1BT**



**Checked By:** Anthony Smith    **Team Lead Building Safety**



Sandwell  
Metropolitan Borough Council

**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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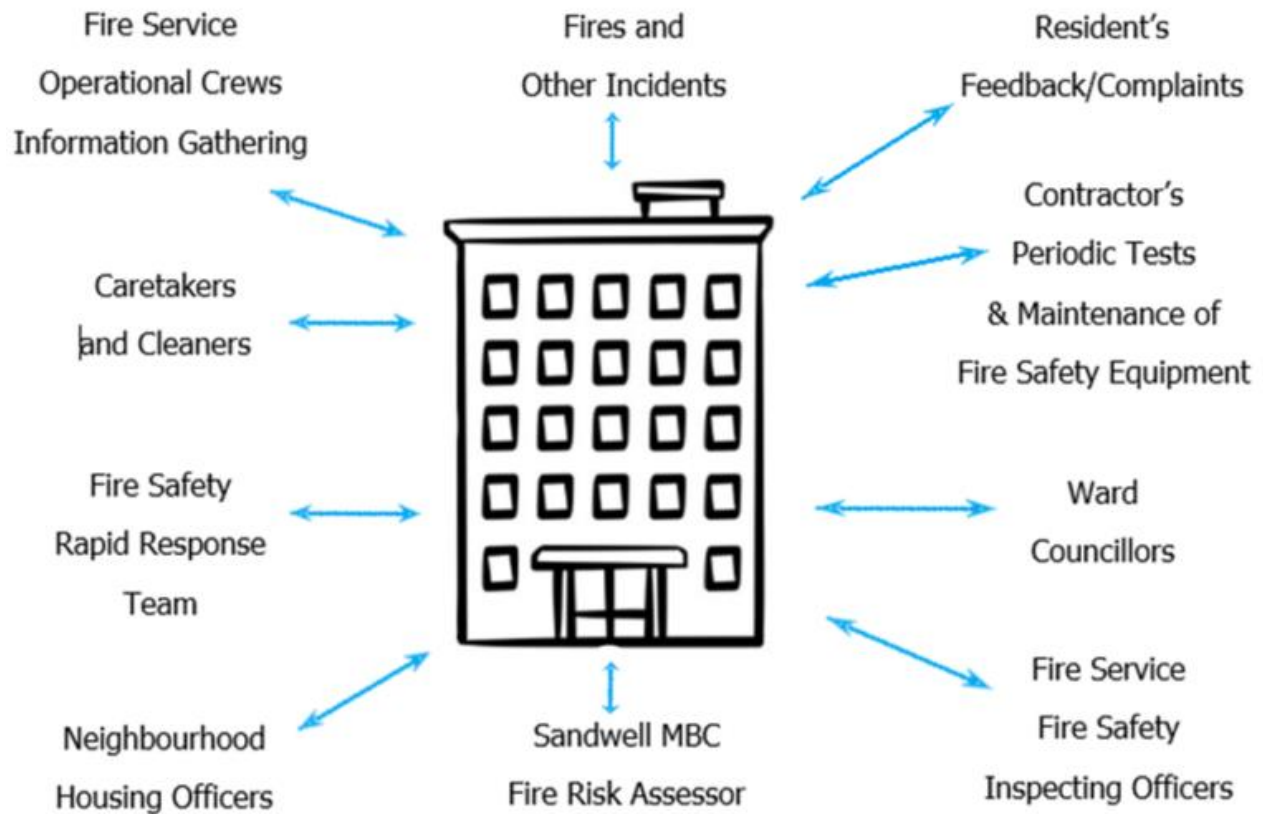
The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed 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/feedback\\_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. 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.

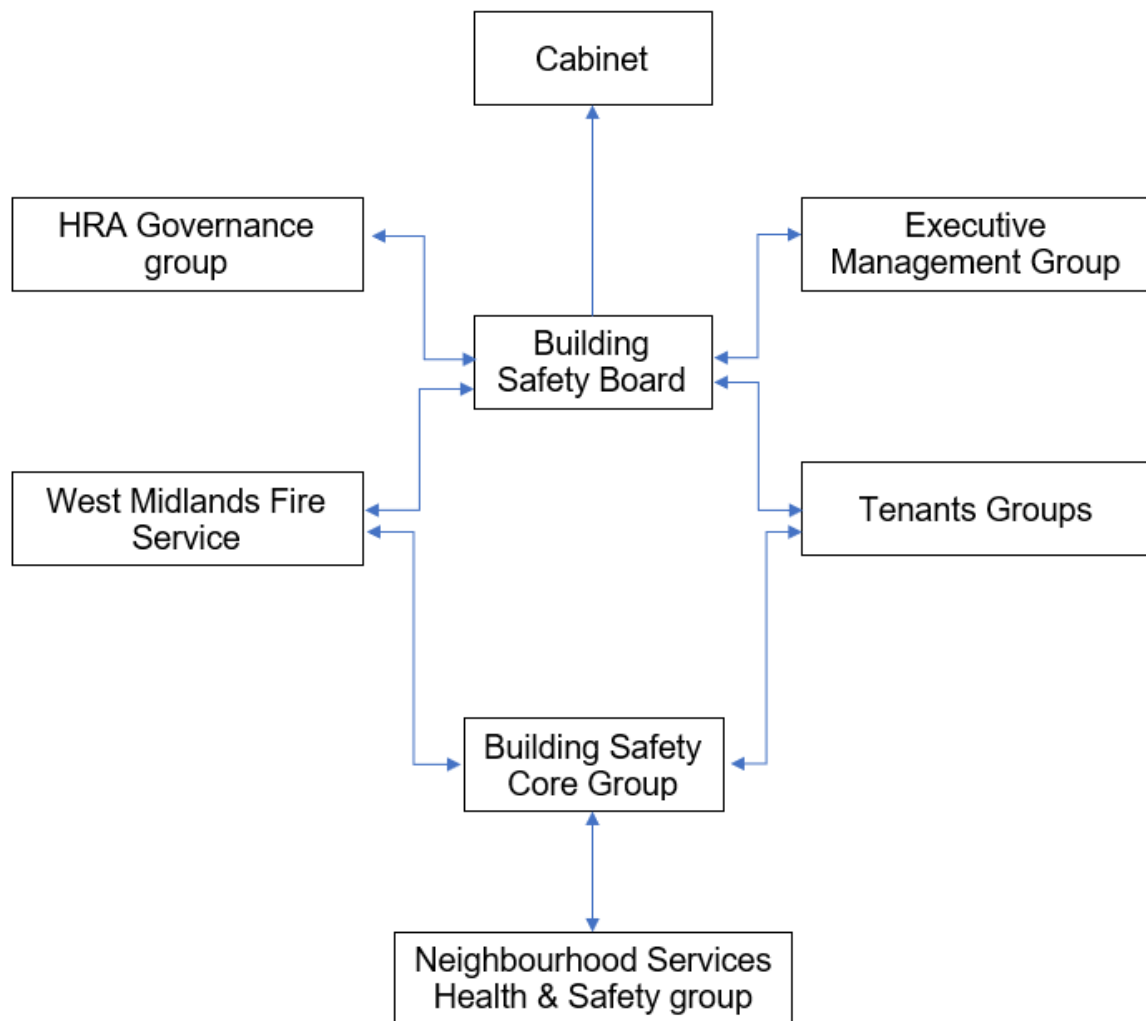
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The above processes and procedures are overseen by the Fire Safety, Facilities and Premises Manager who reports to the Business Manager - Surveying and Fire Safety.

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

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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 or smoke.

Section number	Section Area	Individual Risk Level
<a href="#">Section 6</a>	<b>External Envelope</b> The building is constructed of traditional brick with UPVC windows units to the flats and aluminium window frames to the communal stairways.  Pathways lead up to the front and rear of the premises from the road.  Timber door entrances to the front and Aluminium to the rear.  There is a private balcony attached to each flat	Tolerable

	<ul style="list-style-type: none"> <li>• Flat 5 has wicker type screening attached to the balcony rails.</li> <li>• Flat 7 Has UPVC cladding on the front of the balcony rails.</li> <li>• Flat 8 has plastic sheeting attached to the front of the balcony rails.</li> <li>• Flat 9 has wicker type screening attached to the front of the balcony.</li> </ul>	
<a href="#">Section 7</a>	<p><b>Means of Escape from Fire</b></p> <p>Flat 1,2,3 located on ground floor in between front and rear final exit doors</p> <p>2 emergency lights installed near front and rear final exits</p> <p>Metal safe is present on floor near flat 3 but it is not impacting way of safe escape.</p> <p>Metal Trunking installed across ceiling routing from residents' meter cupboard and supplying flats within the block.</p> <p>Front &amp; rear exit door frames are of timber and aluminium construction.</p> <p>Ground floor set of stairs had handrails both side, this does not impact the width needed for safe escape.</p>	Trivial



<a href="#">Section 8</a>	<b>Fire Detection and Alarm Systems</b>  Flat 9 accessed for assessment, smoke detection is in hallway and lounge, this is LD2.  No detection in communal areas.	Trivial
<a href="#">Section 9</a>	<b>Emergency Lighting</b>  Emergency lighting is on all floors 2 sets of lights to each floor. <ul style="list-style-type: none"> <li>• 1st floor landing emergency light is not showing green light illumination, all other lights on entrance and stairs are illuminated with the green L.E.D</li> </ul>	Tolerable
<a href="#">Section 10</a>	<b>Compartmentation</b> Individual flat doors are FD30s rated composite fire doors.  Flat 9 inspected, door closure works as it should.	Trivial
<a href="#">Section 11</a>	<b>Fire Fighting Equipment</b>  The premises have no provision for firefighting equipment.	Trivial
<a href="#">Section 12</a>	<b>Fire Signage</b>  There is sufficient Fire door keep shut signs & No Smoking signs in place	Trivial
<a href="#">Section 13</a>	<b>Employee Training</b>  All staff receive basic fire safety awareness training.	Trivial

<a href="#">Section 14</a>	<b>Sources of Ignition</b> <ul style="list-style-type: none"> <li>Ground floor mobility scooter is placed within communal area, under the stairs, battery ignition risk.</li> </ul> <p>EICR was carried out on the 16/07/25</p>	Tolerable
<a href="#">Section 15</a>	<b>Waste Control</b> <p>Caretakers undertake regular checks and bins are stored away from the building.</p> <p>Refuse bins are to the rear against brick wall, away from residential block.</p>	Trivial
<a href="#">Section 16</a>	<b>Control and Supervision of Contractors and Visitors</b> <p>Contractors are controlled centrally, and hot works permits are required where necessary.</p>	Trivial
<a href="#">Section 17</a>	<b>Arson Prevention</b> <p>There is external lighting, and a door entry system prevents unauthorised access.</p>	Trivial
<a href="#">Section 18</a>	<b>Storage Arrangements</b> <p>Residents have their own internal store cupboards next to their flat entrances which are kept secure with their own locks.</p> <p>Theres are also external storage set within a compound away from the main block, these are secured by residents with their own locks.</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 ☐

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## Comments

After carrying out a Type 1 fire risk assessment on Burnett House, in my conclusion, the likelihood of a fire is of 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.

These hazards include

- Several flat balconies have combustible materials attached to the front of the rails, the materials that are attached to the balconies are UPVC cladding, plastic sheeting and wicker type screening, all that will create a pathway for any flame to travel to neighbouring flats.
- 1<sup>st</sup> floor emergency light on landing near to the staircase has not got an illuminated green L.E.D, this will need to confirm on the next emergency light test to whether this light is an emergency light.
- Storage of mobility scooter under the stairs on the ground floor communal entrance hallway, this will need be removed, due to the battery within this equipment, this is a potential for a source of ignition.

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm. This is because, all flats have FD30s composite entrance doors, smoke detection to a minimum of LD3 installed in all flats, two final exit doors and a stay put unless fire strategy is in place.

On completion of the recorded actions the overall risk rating for the building will be reduced to trivial, subject to the recommended actions in this fire risk assessment.

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

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Risk level	Action and timescale
Trivial	No action is required, and no detailed records need be kept.
Tolerable	No major additional fire precautions 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

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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 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.

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## Section 3

### Contact Details

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

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

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

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

<b>Chief Executive</b> Shokat Lal		
<b>Executive Director Asset Manager &amp; Improvement</b> Alan Lunt		
<b>Assistant Director Asset Manager &amp; Improvement</b> Sarah Agar		
<b>Fire Safety Manager</b> Tony Thompson		
<b>Team Lead Fire Safety</b> Jason Blewitt		
<b>Team Lead Building Safety</b> Anthony Smith		
<b>Housing Office Manager</b> Rachel Price		
<b>Building Safety Managers</b> Adrian Jones Carl Hill Louis Conway Andrew Froggatt	<b>Fire Risk Assessors</b> Mohammed Zafeer Stuart Henley Vacancy	<b>Resident Engagement Officers – Fire Safety</b> 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

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Burnett House  
Lovett Avenue  
Oldbury  
B69 1BT

#### Description of the Property

The low-rise block was constructed in 1963 using a traditional brick cavity build.



The building consists of 3 floors with each floor containing 3 flats

Flats 1,2,3 are on the ground floor

Flats 4,5,6 are on the 1<sup>st</sup> floor

Flats 7,8,9 are on the 2<sup>nd</sup> floor

Each flat has their own private balcony. Internally there is one central concrete staircase that allows access to the 1<sup>st</sup> and 2<sup>nd</sup> floor.

Entrance to the building is accessed through the main entrance, which is slightly set back, the entrance is of aluminium frame and glass with aluminium and glass side panels to both sides of the door.

Both front and rear door entrances are accessed through a door access reader, the front entrance is equipped with a firefighters override switch.

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Front entrance and door access



Rear entrance and door access



Firefighters Override Switch

Externally the building has a brick and wood fenced perimeter with refuse and parking to the rear, also compound that caters for residents' storage.



Nearest Fire station is Oldbury fire station, which is 1.1miles

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.

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High/Low Rise	Low-Rise
Number of Floors	3
Date of Construction	1963
Construction Type	Traditional brick
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	No
Refuse Chute	No
Access to Roof	No
Equipment on roof (e.g. mobile phone station etc)	No

### **Persons at Risk**

Residents / Occupants of 9 flats,

Visitors,

Sandwell MBC employees,

Contractors,

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

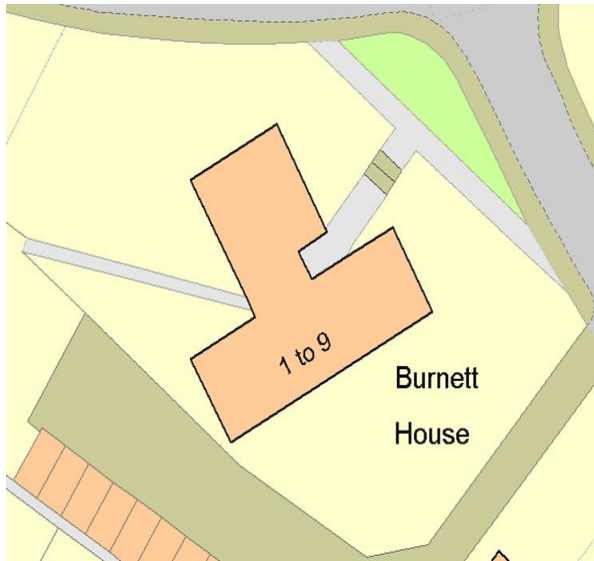
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

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## Section 5

### Building Plan

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## 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.

The materials used within the external construction at Burnett House present an acceptable level of risk to fire.

- 1) The external construction of the building is predominantly brick with UPVC and felt fascia to the roof line



UPVC and felt roofline

- 2) UPVC double glazed units have been installed to each flat. Aluminium framed units to the communal stairwell.



UPVC Units Front and rear Aluminium Framing



- 3) Each flat is equipped with its own private balcony with steel railings.



- 4) Flat 5 has wicker type screening attached to the balcony rails.



- 5) Flat 7 Has UPVC cladding installed on the front of the balcony rails.



- 6) Flat 8 has plastic sheeting attached to the front of the balcony rails.



- 7) Flat 9 has wicker type screening attached to the front of the balcony.**



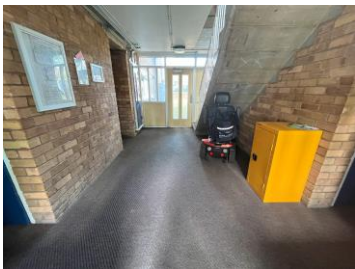
- 8) There is no access to the roof of the building.**

## Section 7

### Means of Escape from Fire

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- 1) Ground floor houses flat 1,2,3, they are located off the main communal hallway. All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.



- 2) Near the rear final exit there is a resident's meter cupboard, this is protected by a FD30s rated fire door. The door is secured by a budget lock; residents have been provided a key for access to this cupboard. There is metal box trunking that is installed above the door and across the ceiling providing electrical supply to each flat.



- 3) There is a metal safe placed under the stairs, but this does not impact the means of safe escape, there is also a mobility scooter under the stairs, this has been recorded in section 14, Means of Ignition. Email sent to the Housing Manager on 24/07/25.



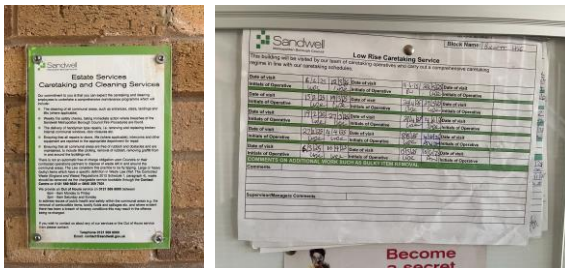


- 4) All communal hallway floors are carpeted, the flat entrances have door mats, the fire rating is not known on the door mats.

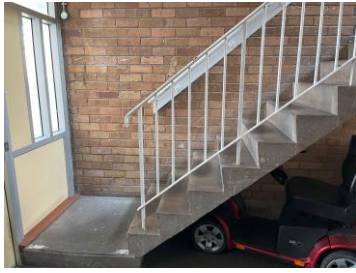


All floors have S.M.B.C fitted carpet. Due to the fact S.M.B.C specified and managed the installation of the carpets it has been presumed that it is class 0 fire rated.

- 5) 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.



- 6) The premises consists of a single staircase that provides means of escape, this is located as you enter the building, this has been measured at 855 mm in width.
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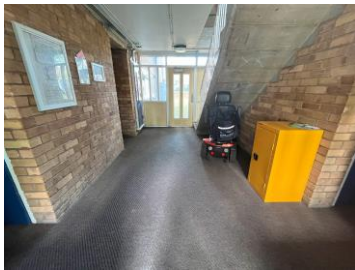


Ground



First

- 7) Flats 4,5,6 is situated on the 1<sup>st</sup> floor, flats 7,8,9 are on the 2<sup>nd</sup> floor There are no dead-end situations which form the part of safe means of escape within this premises. All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.



Ground



First



Second

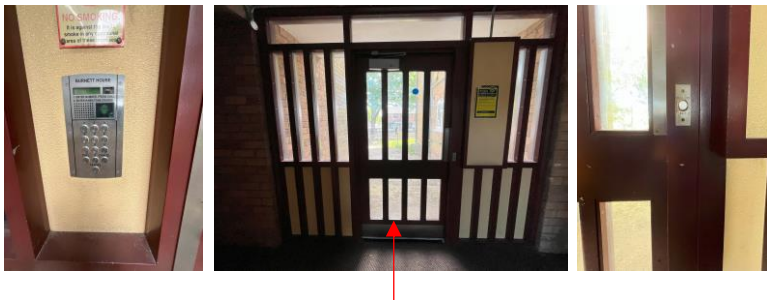
- 8) On the 1<sup>st</sup> and 2<sup>nd</sup> floor communal landings, there are a set of aluminium windows that can be opened without the use of a key, these are to allow sufficient airflow. There is no AOV (Automatic Opening Vents) system installed in this premises.



- 9) Emergency lighting is installed throughout the building, there is a set of lights to each floor, at either end which provide suitable emergency lighting in the event of an emergency.



- 10) The final exit doors have door entry systems installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building. These doors are checked on regular bases by the 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).



Front door entry/exit



Rear door entry/exit

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11) Entrance out the building via front and rear exits



Front final exit



Rear final exit



## Section 8

# Fire Detection and Alarm Systems

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- 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. Email sent to electrical engineers in relation of positioning of smoke detector on 24/07/2025.

Flat 9 - 1 x hallway, 1 x lounge LD2



*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) Emergency lighting has been serviced by City Fire Electrical Services on 05/06/25.

		CF009 - SMBC - Emergency Lighting Test Certificate - Self-Contained Fittings
<b>Job Details</b>		
Job ID 172953	Client Name Dodd Group (Midlands) Limited	Site Name BURNETT HOUSE 1-9 (O&E)
Job Order Number SMBC_16444203	Details Of Client Dodd Group Ltd Stafford Park 13	Site Address
Client ID 25	Client Postcode TF3 3AZ	Site Post Code
Site ID 8,653		
<b>System Details</b>		
Manufacturer Kosnic	Number of Fittings Onsite 6	
<b>Inspections and Tests</b>		
Type of inspection MONTHLY	Any luminaires having a repair has been internally cleaned NO	Are all luminaires labelled YES
All luminaires and/or signs are functioning correctly PASS	A visual check of the fixed wiring installation has been carried out YES	Log book completed YES
Each luminaire has been checked to ensure that the normal supply has been restored YES	Has any alteration to the building structure or layout affected the effectiveness of the emergency lighting system NO	Comments All passed
All luminaires have been externally visually examined YES		
<b>Sign Off Area</b>		
NAME OF ENGINEER James anderton	New Signature 	New Date 05/06/2025
<b>Photos</b>		
Photo Attachments	Photo Attachments	Photo Attachments
Photo Attachments	Photo Attachments	Photo Attachments

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- 3) Emergency lights are also checked and tested monthly by Sandwell MBC in house electrical team



- 4) There are self-contained units installed on each floor consisting of 2 units per floor



- 5) 1st floor emergency light over the staircase does not show the green illuminated L.E.D. Not sure if this functioning.



## Section 10

# Compartmentation

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*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 1- hour 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) All service cupboards on each floor containing residents' meters are lockable.



- 4) A variety of methods and materials have been used to achieve fire-stopping including Rockwool and intumescent pillows.
- 5) All individual flat doors are FD30s rated composite doors.

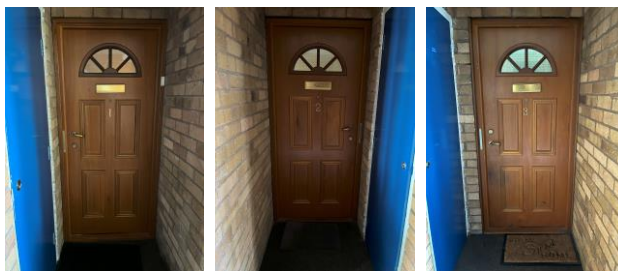
Refer to door survey sheet below

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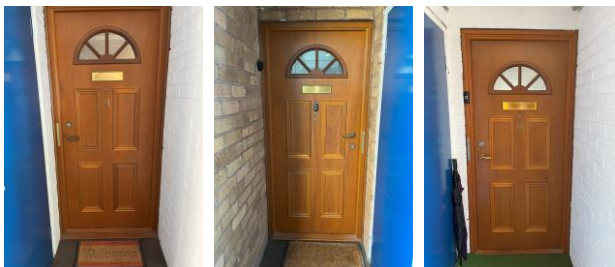


## Fire Risk Assessment

Address	Front Door Type	Front Door	Glazed / Not Glazed
Burnett House 1-9 (o&e); Lovett Avenue; Oldbury; West Mid	Intentionally Blank		
1 Burnett House; Lovett Avenue; Oldbury; West Midlands;	Composite (unknown)	Langley	Glazed
2 Burnett House; Lovett Avenue; Oldbury; West Midlands;	Composite (unknown)	Langley	Glazed
3 Burnett House; Lovett Avenue; Oldbury; West Midlands;	Composite (unknown)	Langley	Glazed
4 Burnett House; Lovett Avenue; Oldbury; West Midlands;	Composite (unknown)	Langley	Glazed
5 Burnett House; Lovett Avenue; Oldbury; West Midlands;	Composite (unknown)	Langley	Glazed
7 Burnett House; Lovett Avenue; Oldbury; West Midlands;	Composite (unknown)	Langley	Glazed
8 Burnett House; Lovett Avenue; Oldbury; West Midlands;	Composite (unknown)	Langley	Glazed
9 Burnett House; Lovett Avenue; Oldbury; West Midlands;	Composite (unknown)	Langley	Glazed
6 Burnett House; Lovett Avenue; Oldbury; West Midlands;	Composite (unknown)	Langley	Glazed



Ground floor flats 1,2,3



1<sup>st</sup> floor flats 4,5,6



2<sup>nd</sup> floor flats 7,8,9

- 6) All residents' storage cupboards next to their own front entrances are secured by residents own key. The door is a notional fire door. On this FRA, flat 2 door was found to be open.



- 7) Flat 9 inspected, the door closed as it should from the stated release of the door from an angle of 15 degree. No evidence of tampering



- 8) No other breach of compartmentation was found within the building.
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**Section**

**11**

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## **Fire Fighting Equipment**

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

## Section 12

### Fire Signage

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



## **Section 13**

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

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- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking teams are not currently trained in the effective use of fire extinguishers.
- 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.
- 4) The fixed electrical installation shall be tested every 5 years. The date of the last test was 16/07/25 date of next inspection 16/07/30.

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

This certificate is not valid if the serial number has been defaced or altered **40030754** **EICR18.3C**

**PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION**

DETAILS OF THE CONTRACTOR	DETAILS OF THE CLIENT	DETAILS OF THE INSTALLATION
Registration No. 004788004 Branch No. 004	Contractor Reference Number (CRN): N/A	Occupier: Landlord
Trading Title: Dodd Group (Midlands) Ltd	Name: SMBC ELECTRICAL	UPRN: N/A
Address: Unit 1 Rabone Park, Rabone Lane, Smethwick	Address: Sandwell Homes, Operations & Development Centre, Rowley Lane, Oldbury, West Midlands	Address: 1-9 Burnett house, Lovett Avenue, Oldbury, West Midlands
Postcode: B69 2HN Tel No. 0121 565 8000	Postcode: B69 3ES Tel No. N/A	Postcode: B69 1BT Tel No. N/A

**PART 2: PURPOSE OF THE REPORT**

Purpose for which this report is required:  
To test and inspect the fixed wiring installation within the communal areas of the property to ensure it is safe for continued use, as requested by client.

Date(s) when inspection and testing was carried out: 16/07/2025 Records available (BS11): ☒ Previous inspection report available (BS11): ☒ Previous report date: N/A

**PART 3: SUMMARY OF THE CONDITION OF THE INSTALLATION**

General condition of the installation (in terms of electrical safety): Installation in generally good condition and complies with the current version of the BS7671 with the exception of any items mentioned in observations and it's safe for continuous use, metal clad cable-free consumer unit and KMF installed.

Description of premises: Dwelling: ☒ Commercial: ☒ Industrial: ☒ Other (include brief description): N/A

Estimated age of electrical installation: (15.....) years Evidence of additions or alterations: (X) if Yes, estimated age N/A..... years Overall assessment of the installation for continued use: Satisfactory/Unsatisfactory\*\*

\*\*An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified (listed in PART 5 of this report) and it is recommended that these are acted upon as a matter of urgency.

**PART 4: DECLARATION**

**INSPECTION AND TESTING**

I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), particulars of which are described in PART 6, 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 5) and the attached Schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 6 of this report.

Name (capital) on behalf of the contractor identified in PART 1: HARPREET SINGH Signature: Date: 16/07/2025

I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 16/07/2030 (date)

Give reason for recommendation: As required by Guidance notes 3 section 3.7 and table 3.2 and including change of occupancy.

The proposed date for the next inspection should take into consideration any legislative or licensing requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

**REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR**

Name (capital) on behalf of the contractor identified in PART 1: CHRIS NAYVEN Signature: Date: 17/07/2025

This report is based on the model forms shown in Appendix 6 of BS 7671:2018 (as amended)  
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Enter a (✓) or value in the respective fields, as appropriate.  
Where an item is not applicable insert N/A

Please see the 'Notes for Recipients' Page 1 of 20

- 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.

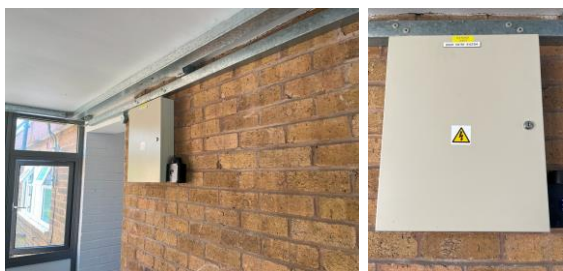
7) All Residents service cupboards on each floor are housed behind a FD30s fire rated doors. All cupboards are free from any combustibles



8) Gas appliances and pipework (where installed) are subject to annual testing and certification. This contract is managed by the in-house Gas team. Gas supply to this premises is external.



9) 2<sup>nd</sup> 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.



- 10) On the ground floor a mobility scooter has been stored under the stairs, this is a potential source of ignition due to containing batteries. Will need to be removed.**





## Section 15

### Waste Control

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



- 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.
- 4) 'Out of Hours' service is 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) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
  - 3) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the Investments office @ Roway Lane. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.
  - 4) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -
    - a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
      - Health and Safety.
      - Site Security.
      - Safety of working and impact on children/school business.
      - Fire risk, if any.
      - Site Emergency Plan.
    - b) Monthly Site Meetings – in order to monitor, review and share any new information including any new risks.
    - c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.
    - d) Final Contractor review on completion of works undertaken.
-

## Section 17

### 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) 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.



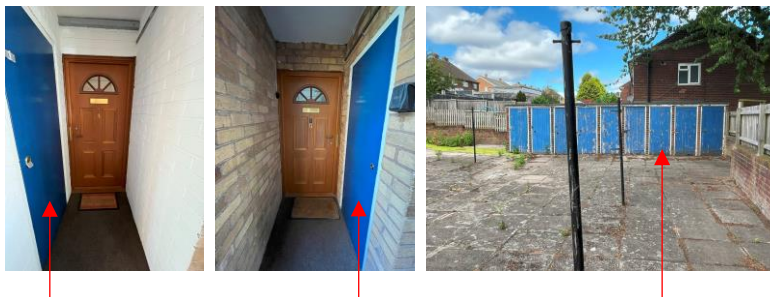
Lighting to the front and rear entrances

- 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.



Internal storage cupboards and external resident storage units

## Section 19

## Additional Control Measures. Fire Risk Assessment - Action Plan

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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:


Burnett House

Date of Action Plan:





24<sup>th</sup> July 2025

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
6, 4	Flat 5 has wicker type screening attached to the balcony rails. Needs removing		P2	1-3 Months Housing Team	


## Fire Risk Assessment

6,5	Flat 7 Has UPVC cladding on the front of the balcony rails. Needs removing		P2	1-3 Months Housing Team	
6,6	Flat 8 has plastic sheets to the front of the balcony. Needs removing		P2	1-3 Months Housing Team	
6,7	Flat 9 has wicker type screening attached to the front of the balcony. Needs removing		P2	1-3 Months Housing Team	
9,5	1 <sup>st</sup> floor emergency light Green L.E.D is not illuminated. Needs investigating.		P2	1-3 Months Electrical Team	

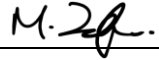



## Fire Risk Assessment

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14,11	Mobility scooter left under the stairs on the ground floor. Needs removing due risk of ignition.			P2	1-3 Months Housing Team	
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### Signed

	Fire Risk Assessor	Date: 24th July 2025
	Team Lead Building Safety	Date: 24 <sup>th</sup> July 2025

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## Appendix 1

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



Name of property: Burnett 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 <a href="tel:01215695077">Tel:- 0121 569 5077</a> ).		

<b>Asbestos Survey</b>		Property Address		Burnett House 1-9, Oldbury, B69 1DS				✓ Office use					
Surveyed by		S.Harrison		Date		20/03/14		Checked by		DEREK STILL			
Reason for request		HSG 264 - Survey Report Type		Date		22/05/2018		Desktop Check		Site Check			
Investment Void		Refurbishment Survey		Property Description		3 STOREY LOW RISE BLOCK OF FLATS				Year Built			
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?											
<b>Notes / including details of similar property surveys completed.</b>  <b>**Survey revised by John Davis 16/08/22**</b>								<b>Building Surveyors</b> 0121 569 5077					
<b>Asset Team – Investment Division</b> Operations & Development Centre Roway Lane Oldbury B69 3ES													

Page 2 of 3 IF IN DOUBT CONTACT THE BUILDING SURVEYING TEAM Version 2.0 – 8th January 2013 © Sandwell MBC

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.

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 commitments the survey & report process it does not substitute the Refurbishment & Demolition Survey.

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

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

Page 3 of 3 IF IN DOUBT CONTACT THE BUILDING SURVEYING TEAM Version 2.0 – 8<sup>th</sup> January 2013 © Sandwell MBC