

Fire Risk Assessment

Grasmere House



**Lovett Avenue, Oldbury,
B69 1DQ**

Date Completed: 3rd July 2025

Officer: M Zafeer Fire Risk Assessor

Checked By: Anthony Smith Team Lead Building Safety

Current Risk Rating = Tolerable

Subsequent reviews

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

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Section

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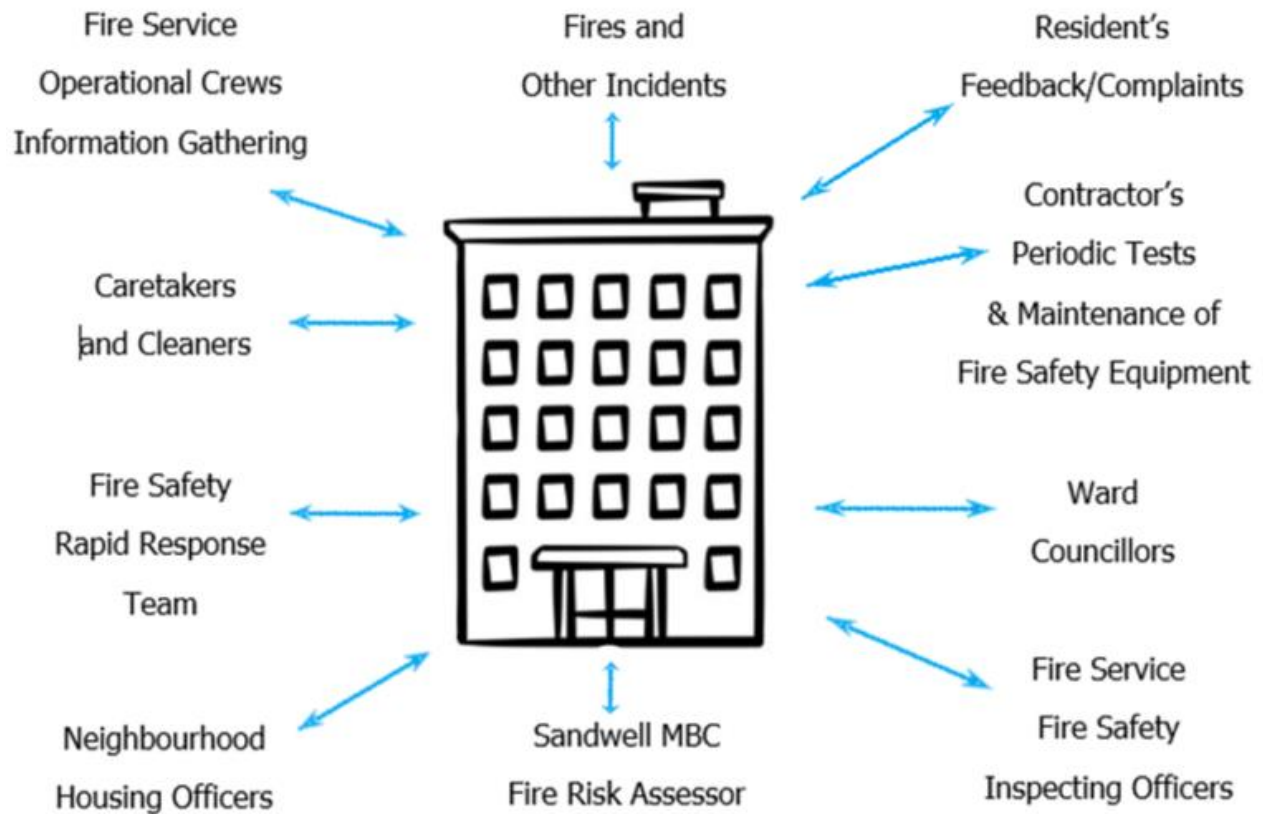
Introduction

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.

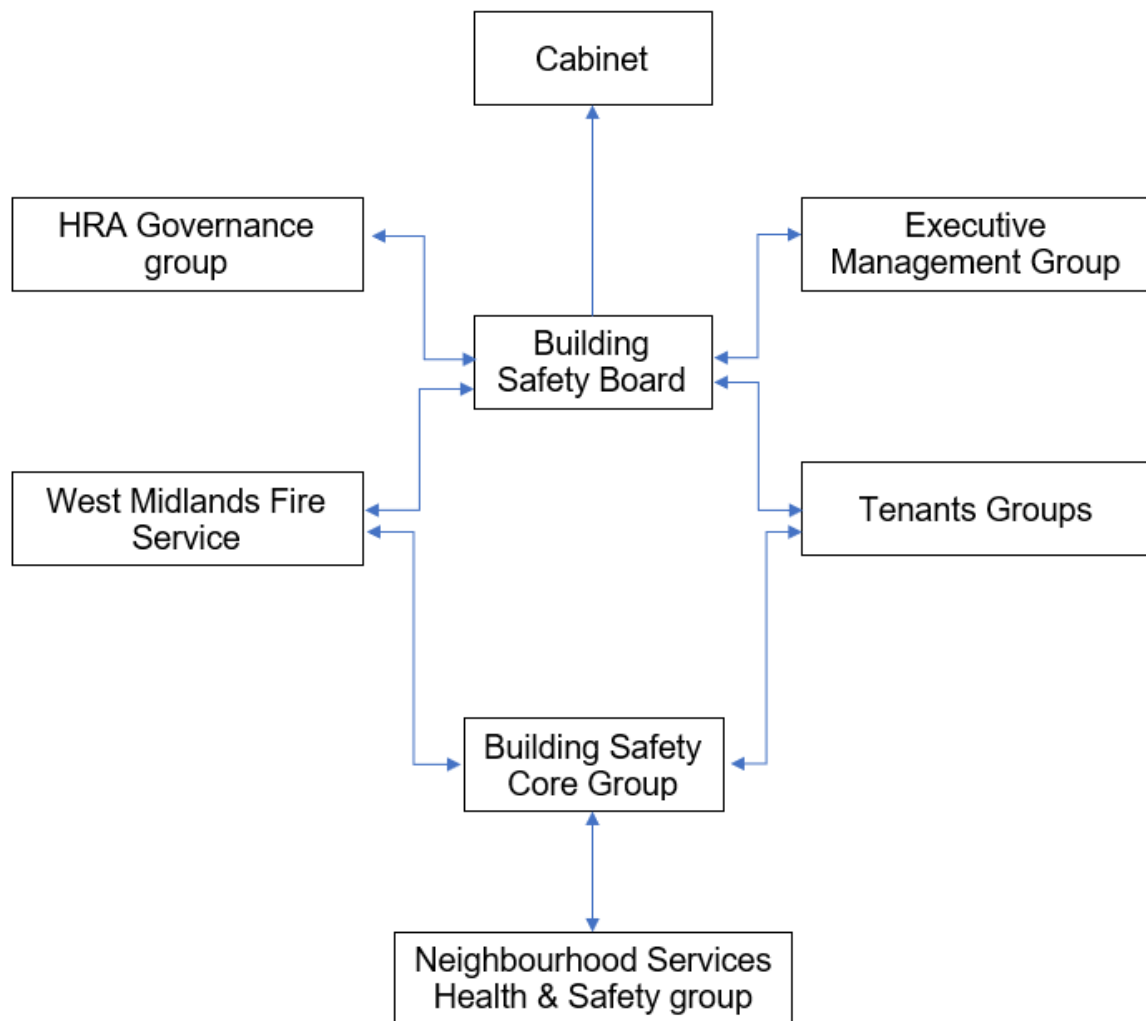
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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 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. Aluminium door entrances to the front and rear. There is a private balcony attached to each flat.	Tolerable

	<ul style="list-style-type: none"> Flat 7 has plastic type netting attached to the front of the balcony rail. On the front elevation of the building there is approximately a 100mm open bore hole, that was for some ducting, this will need covering or blocking off if not in use On the rear of the building, first floor flat 5, ducting from kitchen has no cover on the external face of the building, this needs covering. 	
Section 7	<p>Means of Escape from Fire</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 Trunking installed across ceiling routing from residents' meter cupboard and supplying flats within the block.</p> <p>Front & Rear exit door frames are of timber and aluminium construction.</p>	Trivial
Section 8	<p>Fire Detection and Alarm Systems</p> <p>No detection in communal areas.</p> <p>Flat 3 checked, detection in hallway and lounge LD2.</p>	Trivial

Section 9	Emergency Lighting Emergency lighting is on all floors 2 sets of lights to each floor.	Trivial
Section 10	Compartmentation Flat 2, 4, 5, 6, and 8 have additional notional non-fire rated door in front of flat entrance door. Individual flat entrance doors are FD30s rated composite fire doors. <ul style="list-style-type: none"> • Ground floor brick wall near flat 3 entrance has a drilled hole in the brickwork that exits into the resident's store cupboard, the cupboard itself has combustibles stored within it, this will need blocking up with suitable fire stopping, • Flat 3 no door closure installed, Door closure needs reinstalling on to the door. • 2nd floor electrical rise cupboard door is not shutting securely to create a smoketight seal, will not sit well within the fitting in the frame. Needs adjusting to fit. 	Tolerable
Section 11	Fire Fighting Equipment The premises have no provision for firefighting equipment.	Trivial

Section 12	Fire Signage There is sufficient Fire door keep shut signs & No Smoking signs in place.	Trivial
Section 13	Employee Training All staff receive basic fire safety awareness training.	Trivial
Section 14	Sources of Ignition EICR carried out on the 20/10/23 Located on the 1 st floor in resident's electrical cupboard in the communal area. <ul style="list-style-type: none"> • Distribution board in 1st floor electrical riser, circuit to the front door lighting has tripped. Needs further investigating. 	Tolerable
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	Trivial
Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
Section 17	Arson Prevention There is external lighting, and a door entry system prevents unauthorised access.	Trivial

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

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

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

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

Low ☐ Medium ☒ High ☐

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

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

Medium Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire

hazards generally subject to appropriate controls (other than minor shortcomings).

High

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

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 carrying out a Type 1 fire risk assessment on Grasmere 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

- Flat 7 has plastic type netting attached to the front of the balcony rail.
 - On the front elevation of the building there is approximately a 100mm open bore hole, that was for some ducting, this will need covering or blocking off if not in use
 - On the rear of the building, first floor flat 5, ducting from kitchen has no cover on the external face of the building, this needs covering
 - Ground floor brick wall near flat 3 entrance has a drilled hole in the brickwork that exits into the resident's store cupboard, the cupboard itself has combustibles stored within it, this will need blocking up with suitable fire stopping.
 - 2nd floor electrical rise cupboard door is not shutting securely to create a smoketight seal, will not sit well within the fitting in the frame. Needs redoing to fit.
 - Flat 7 has plastic type netting attached to balcony railings.
 - Distribution board in 1st floor electrical riser, circuit to the front door lighting has been tripped. Needs further investigating.
-

- Flat 3 no door closure installed, Door closure needs reinstalling on to the door.

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:

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		
Assistant Director Asset Manager & Improvement Sarah Agar		
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 Vacancy	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

Grasmere House
Lovett Avenue
Oldbury
B69 1DQ

Description of the Property

The low-rise block was constructed in 1966 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 1st floor

Flats 7,8,9 are on the 2nd floor

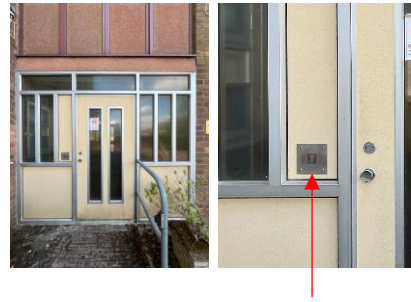
Each flats have their own private balcony. Internally there is one central concrete staircase that allows access to the 1st and 2nd floor.

Entrance to the building is accessed through the main entrance, which is set back from the main road with a walkway that leads up to the front of the property. The entrance is of a timber frame and glass with timber and glass side panels to either side of the door.

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



Front entrance and fob



Rear entrance and fob



Firefighters Override Switch

Externally the building has a brick and wood fenced perimeter with a courtyard to the rear that accommodates the refuse bins and residents' storage. There is a metal pedestrian gate access to the road.



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.

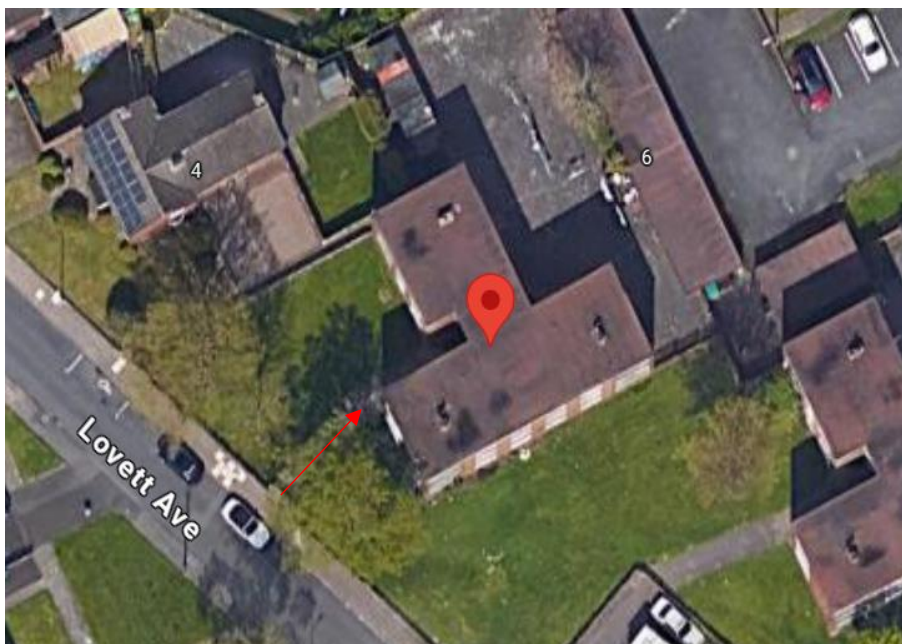
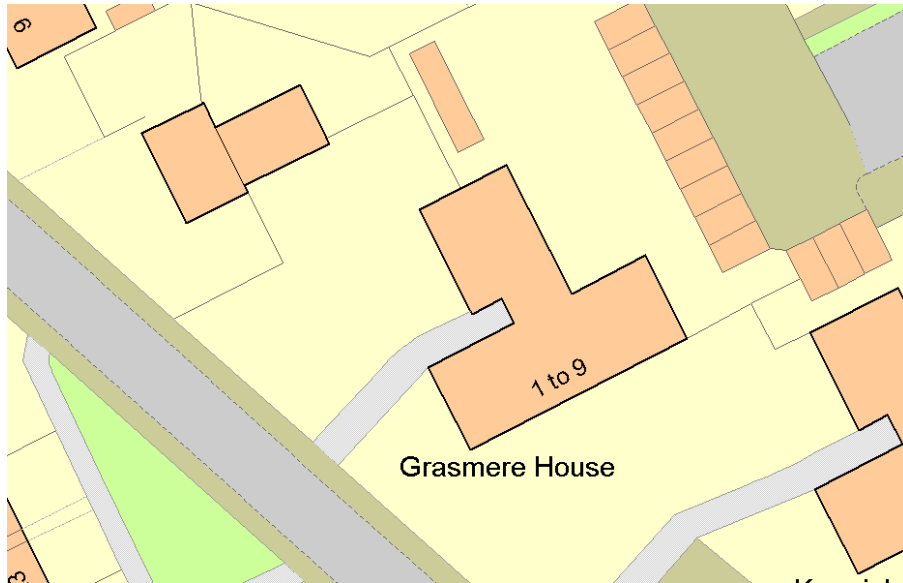
High/Low Rise	Low-Rise
Number of Floors	3
Date of Construction	1966
Construction Type	Traditional brick
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	No
Refuse Chute	No
Access to Roof	No
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)

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.

The materials used within the external construction at Grasmere 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) The entrance is of a timber frame and glass with timber and glass side panels to either side of the door. Within each side panelling there is Spandrel boarding installed. The rear door entrance is of Aluminium construction and has Spandrel panelling installed within the side panelling.



Spandrel panelling within inserts

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



UPVC Units



Front and rear Aluminium Framing

- 4) There are individual balconies to each flat on the block, there are 3 on frontal elevation to the building and a further 6 to the side elevation of the building, all balconies have metal railings as a means of a safety barrier.



Front Elevation



Side Elevation

- 5) There is no no access to the roof of the block externally.
- 6) On the front elevation of the building there is approximately a 100mm open bored hole, this will need further investigation to understand the purpose of this hole. This seems to be from flat 4. Email sent to housing manager.



Exposed extarction ducting

7) Flat 7 has plastic type netting attached to the front of the balcony rail.



8) On the rear of the building, first floor flat 5, ducting from kitchen has no cover on the external face of the building, this needs covering. An Email has been sent to housing manager enquiring about relevant permission.



Extraction duct opening

Section 7

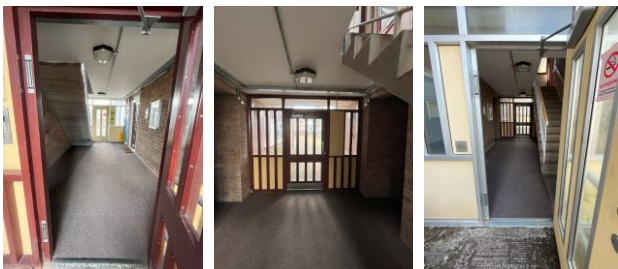
Means of Escape from Fire

- 1) There are flats with in the block that have non-Fire Rated doors installed on the front of the alcove that leads to the front entrance of the individual flats, this creates a porch within the communal area of the building. These non-rated doors are secured with a mix of Mortice and Yale Type locks.



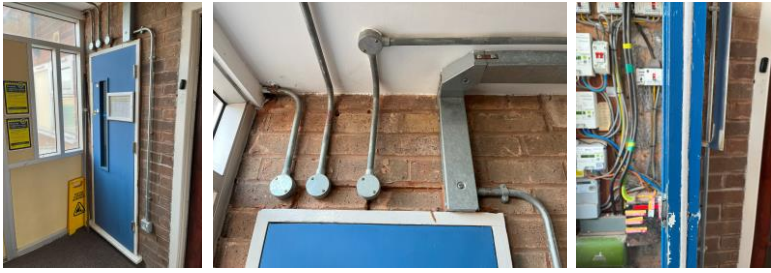
Flats 2,4,5,6,8 are non-Fire Rated doors with Yale and Mortice type locks

- 2) 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.



Ground Communal hallway

- 3) 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.
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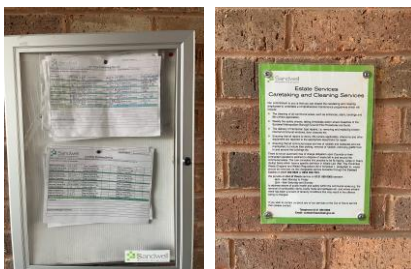
- 4) All communal hallway floors are carpeted, the flat entrances have door mats, the fire rating is not known on the door mats.



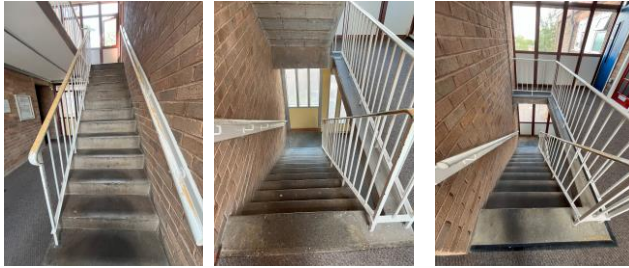
All floors have S.M.B.C. fitted carpet. Due to the fact SMBC specified and managed the installation of the carpets, they are in accordance with BS EN 13501-1

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

- 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.



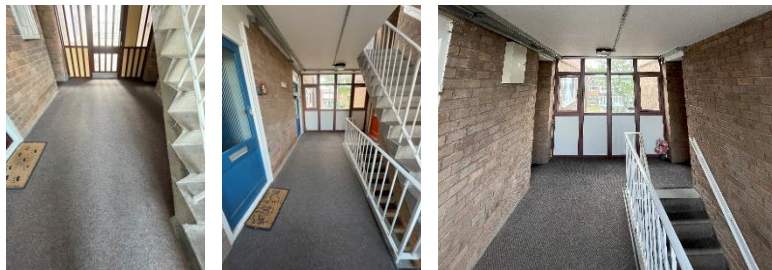
- 6) The premises consists of a single staircase that provides means of escape, this is located as you enter the building, this has been measured and 750mm in width.



Ground to 1st

1st to 2nd

- 7) Flats 4,5,6 is situated on the 1st floor, flats 7,8,9 are on the 2nd 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 1st and 2nd 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 automatic smoke ventilation 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.

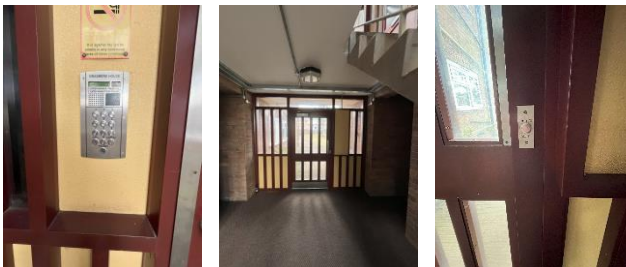


Ground

First

Second

- 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

11) Entrance out the building is clear via front and rear exits.



Front final exit



Rear final exit



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 as a minimum.

Flat 1 detection to a LD2 standard.



Flat 3 detection to a LD2 standard.



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 14/05/25.



CF009 - SMBC - Emergency Lighting Test Certificate - Self-Contained Fittings

Job Details

Job ID	Client Name	Site Name
171670	Dodd Group (Midlands) Limited	GRASMERE HOUSE 1-9 (O&E)
Job Order Number	Details Of Client	Site Address
SMBC_16431546	Dodd Group Ltd Stafford Park 13	
Client ID	Client Postcode	Site Post Code
25	TF3 3AZ	
Site ID		
8,660		

System Details

Manufacturer	Number of Fittings Onsite
Kosnic	6

Inspections and Tests

Type of inspection	Any luminaries having a repair has been internally cleaned	Are all luminaries labelled
MONTHLY	NO	YES
All luminaires and/or signs are functioning correctly	A visual check of the fixed wiring installation has been carried out	Log book completed
PASS	YES	YES
Each luminaire has been checked to ensure that the normal supply has been restored	Has any alteration to the building structure or layout affected the effectiveness of the emergency lighting system	Comments
YES	NO	All passed
All luminaires have been externally visually examined		
YES		

Sign Off Area

NAME OF ENGINEER	New Signature	New Date
James anderton		14/05/2025

Photos

Photo Attachments	Photo Attachments	Photo Attachments
Photo Attachments	Photo Attachments	Photo Attachments

- 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

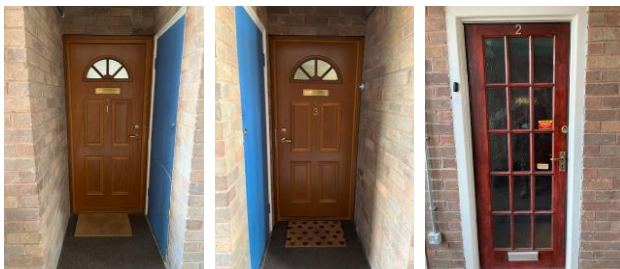


Section 10

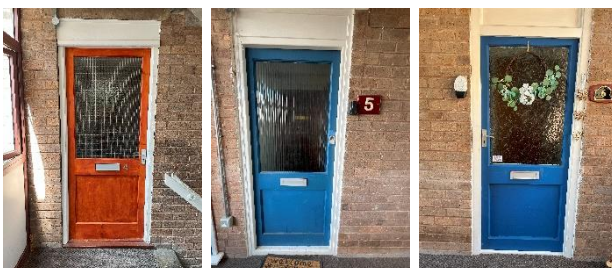
Compartmentation

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 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.



Ground, Flats 1,2,3



1st, Flats 4,5,6



2nd, 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.



- 7) Ground, 1st and 2nd floor residents' electrical cupboards are secured behind FD30s rated fire doors.



- 8) First floor resident's electrical cupboard has exposed cavity in the brick work, the size of this opening is approximately 30mm and near to the electrical units. On investigation, the cavity appeared to travel 200mm into the brick work, but is blocked of by secondary blockwork, there are no other openings either side of the gap.



Cavity within brick work

- 9) On the ground floor above the resident's electrical riser there is 20mm hole next to a metal conduit that has been drilled into the brick work. On further investigation the hole didn't appear to travel more than approximately 100mm to the next blockwork, this is acceptable as it is protected by brickwork.



20mm Hole

- 10) Flat 3 on door inspection, no door closure installed, resident has said that they never had one, there is no evidence of previous mounting hole or signs on the door.**



- 11) 2nd floor electrical cupboard door is not shutting securely to create a seal, it sits away from the frame, on investigation it seems that the door latch will not sit well within the fitting of the frame.**



- 12) Ground floor brick wall near flat 3 entrance has a drilled hole in the brickwork that exits into the resident's store cupboard, the cupboard itself has combustibles stored within it, this will need blocking up with suitable fire stopping.**



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 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

- 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 20/10/2023 date of next inspection is 20/10/28

This report is not valid if the serial number has been defaced or altered

426110 EICR18.2C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671:2018+A2:2012 - Requirements for Electrical Installations

PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION			
DETAILS OF THE CONTRACTOR Registration No: 581023 Branch No: 000 Trading Title: C.B.C Electrical Installations Ltd Address: Unit 2, Bridge Street, Walsbury Postcode: W5 0JH Tel No: 0121 562 2107		DETAILS OF THE CLIENT Contractor Reference Number (CRN): N/A Name: Capwell MDC Address: Direct 2 Industrial Park, Roway Lane, Oldbury Postcode: B69 6ES Tel No: N/A	
DETAILS OF THE INSTALLATION Occupier: COMMUNAL UPRN: N/A Address: FLAT 1-9, GRACEMERE HOUSE, LONNAT AVENUE, BIRMINGHAM, WEST MIDLANDS Postcode: B69 6EQ Tel No: N/A			

Original (for use in supporting the work)

PART 2: PURPOSE OF THE REPORT	
Purpose for which this report is required: Requested by the housing association to verify the standard of the electrical installation and is safe for continued use	
Date(s) when inspection and testing was carried out: 20/10/2023 Records available (BSI): (No) Previous inspection report available (BSI): (No) Previous report date: ()	

PART 3: SUMMARY OF THE CONDITION OF THE INSTALLATION	
General condition of the installation (in terms of electrical safety): This installation is safe for continued use noting observations in part 5.	
Description of premises: Dwelling <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (include brief description): COMMUNAL Estimated age of electrical installation: (10) years Evidence of additions or alterations: (Yes) if Yes, estimated age 5 years Overall assessment of the installation is: Satisfactory <small>*An unsatisfactory assessment indicates that dangerous (Class 1) and/or potentially dangerous (Class 2) conditions have been identified (Refer to PART 5 of this report) and it is recommended that these are rectified as a matter of urgency.</small>	

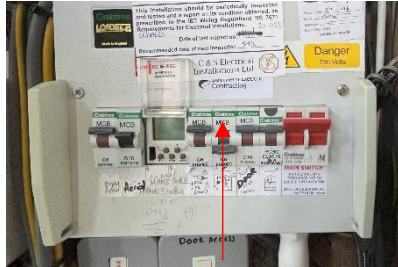
PART 4: DECLARATION	
INSPECTION AND TESTING I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), particulars of which are described in PART 6, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (PART 5) and the attached Schedule, 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 (signature) on behalf of the contractor identified in PART 1: AARON GROSVENOR I/We further RECOMMEND subject to the necessary remedial action being taken, that the installation is inspected and tested by: 20/10/2028 (date) Give reason for recommendation: AS PER GUIDANCE NOTE 3, TABLE 32 OR CHANGE OF OCCUPANCY Reviewed by the REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR Name (signature) on behalf of the contractor identified in PART 1: MR KEVIN SPITTLE	Signature: [Signature] Date: 20/10/2023 Signature: [Signature] Date: 20/10/2023

This report is based on the model form shown in Appendix 6 of BS 7671:2018+A2:2012
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Enter a '+' or value in the respective fields, or appropriate
Where no item is not applicable insert N/A

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

- 5) Distribution board in 1st floor electrical riser, circuit to the front door lighting has been tripped.



Tripped Circuit

- 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) 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.



External gas pipework to the property

- 10) 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.



- 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

- 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.



External wall lighting to the front

- 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

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:


Grasmere House

Date of Action Plan:




24th July 2025

Review Date:


<Insert date>

Question / Ref No	Required Action	Supporting photograph	Prio rity	Timescale and Person Responsibl e	Date Completed
6,7	Flat 7 has plastic type netting attached to balcony railings.		P2	1-3 Months Housing Team	

Fire Risk Assessment

10,10	2 nd floor electrical rise cupboard door is not shutting securley to create a smoketight seal, will not sit well within the fitting in the frame.Needs redoing to fit.		P2	1-3 Months Fire Rapid Response	
10,11	Flat 3 no door closure installed, Door closure needs reinstalling on to the door		P2	1-3 Months Fire Rapid Response	
10,12	Ground floor flat 3 has cavity in brick work from communal area leading into residents' stores.		P2	1-3 Months Team Fire Rapid Response	

Fire Risk Assessment

14,6	Distribution board in 1 st floor electrical riser, circuit to the front door lighting has been tripped. Needs further investigating		P2	1-3 Months Electrical Team	
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Signed

M. Zaf.	Fire Risk Assessor	Date: 24 th July 2025
A. Smith	Team Lead Building Safety	Date: 24 th July 2025

Appendix 1

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


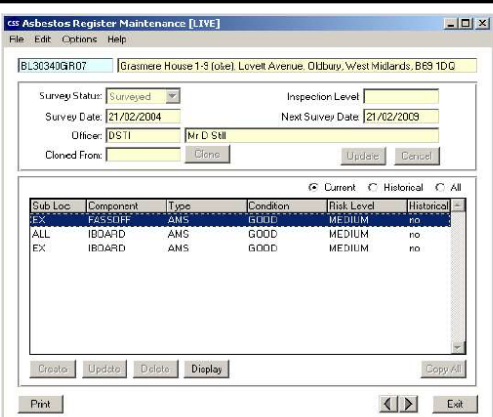
Name of property: Grasmere House

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 Grasmere House 1-9, Oldbury, B69 1DQ		Office use <input checked="" type="checkbox"/>	
Surveyed by S.Harrison	Date 20/03/14	Checked by DEREK STILL	Desktop Check <input checked="" type="checkbox"/>	Site Check <input checked="" type="checkbox"/>	
Reason for request		HSG 264 - Survey Report Type		Date 19/05/2020	
Investment Void		Refurbishment Survey			
Investment Tenanted		Management Survey	<input checked="" type="checkbox"/>		
R & M Void		SHAPE Interrogated.	<input checked="" type="checkbox"/>		
R & M Tenanted		No Existing SHAPE Data.			
Medical / Emergency - Heating Works		Existing SHAPE Data.	<input checked="" type="checkbox"/>		
Communal Areas	<input checked="" type="checkbox"/>	Refurb Surveys Interrogated ?		Property Description 3 STOREY LOW RISE BLOCK OF FLATS Year Built	
				Notes / including details of similar property surveys completed. Page 2 updated on the 06/07/2022 by Dave Jasper	
Building Surveyors 0121 569 5077				Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES	

Fire Risk Assessment

Sample Locations		Grasmere House 1-9, Oldbury, B69 1DQ						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIF Y	Labelled ?	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
NO SUSPECTED ACM'S OBSERVED DURING SURVEY								
ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM'S.								
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL			
COMMUNAL STAIRS/LANDING WALLS	BRICK	PANELS TO LANDING WINDOWS	PLASTIC					
COMMUNAL LANDING CEILINGS/SOFFITS	CONCRETE	ELECTRICITY METER CUPBOARD WALLS	BRICK / BLOCK					
2 ND FLOOR LANDING CEILING	PLASTERBOARD	ELECTRICITY METER CUPBOARD –BACK BOARD TO ELECTRICAL EQUIPMENT	CHIPBOARD					
FRONT DOOR TRANSOM PANELS	PLYWOOD	ALL DOOR FRAME SEALANTS	SILICONE					
FRONT AND REAR ENTRANCE COMBI FRAME PANELS	PLASTIC							

ABOUT THE REPORT – PLEASE READ

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

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

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

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

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

Term	Explanation	Term	Explanation
Property Address	Specific Property to which survey relates.	Photo's	These will usually be provided for the front elevation of the property to aid identification.
Surveyed by	Relates to P402 trained surveyor.	Sampled by	P402 trained surveyor.
Action taken on Project	Record what action may have been undertaken to the Asbestos in question. E.g. Nothing, Repair, replace, Manage.	Checked by	P402 trained surveyor who checks report prior to issuing.
Type of Work to be undertaken	Relates to the envisaged type of work that the Asbestos Survey Report will be used to aid. This assists the asbestos surveyor to guide his survey methodology & will help the users of this report decide if it is suitable for the work activity being undertaken.	Survey Report Type	Report type is determined by the type of work to be undertaken. The reader of this report must satisfy themselves that the scope of the survey is sufficient for the purpose of work being undertaken.
ACM	Asbestos Containing Material.	Refurbishment Survey	HSG 264 – Refurbishment & Demolition Survey. Surveying undertaken to all parts of the property presuming full decent homes refurbishment, which may include, New Kitchen, New Bathroom, Electrical Rewire, Re-roof, Full Heating System. Taking account of the complete structure of the property & archetype information available. This survey has been carried out without detailed knowledge of the works to be undertaken during refurbishment. Anyone using this report to support building works being undertaken to the property should ensure that the report is sufficient for the purposes of the building work being undertaken. The reader should be confident that the areas that are to be disturbed by the proposed work are included.
HSE Notify	This highlights if a material normally requires notification to the Health & Safety Executive prior to removal. GUIDANCE ONLY.	Management Survey	A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.
Bulk Sample	Sample of potential ACM that is representative of the whole.	Refurb & Management Survey	Both Survey Report Types are ticked! due to works identified at survey stage the surveyor has completed Refurbishment Survey for the works required & may have undertaken a management survey on remaining areas of the property. The report should not be used for works outside the scope stated, unless the reader assures themselves that it is suitable & sufficient.
Request Sample	The item described has not been tested for Asbestos content. The item must be presumed to contain asbestos until sampling confirms. If work is going to be undertaken in this area sample should be requested prior to work starting.	Cavity Walls / Floor Voids or similar.	Will be assessed at survey stage & desktop assessment of similar archetypes.
Awaiting Results	If no results have been detailed then you must not work on these items until you receive further confirmation.	Photo's	Where practical & to aid the identification of ambiguous material locations photos will be included within the report to ensure that materials are identified on-site correctly. Photos will be annotated where necessary.
Extent	An estimate of quantity will be given where possible to aid work planning & valuation.		
Labels	Materials will be labelled where practical. Labelling will be not be undertaken to low risk materials e.g. floor tiles, Textured Coatings etc or where labelling could easily be removed or would cause potential exposure if removed. All presumed ACM's will be labelled as "Asbestos" where practical. All sampled materials will be labelled with an "Asbestos Sampled" label.		