

# Fire Risk Assessment

**1-12 Parkes House  
Lodge Street,  
Oldbury,  
B69 4JE.**



**Date Completed: 14/08/2025**

**Review Period: 3 years.**

**Officer: C. Hudson Fire Risk Assessor**

**Checked by: A. Froggatt Building Safety Manager**

**Current Risk Rating = Tolerable**

### Subsequent reviews

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

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## Section

# 0

## Introduction

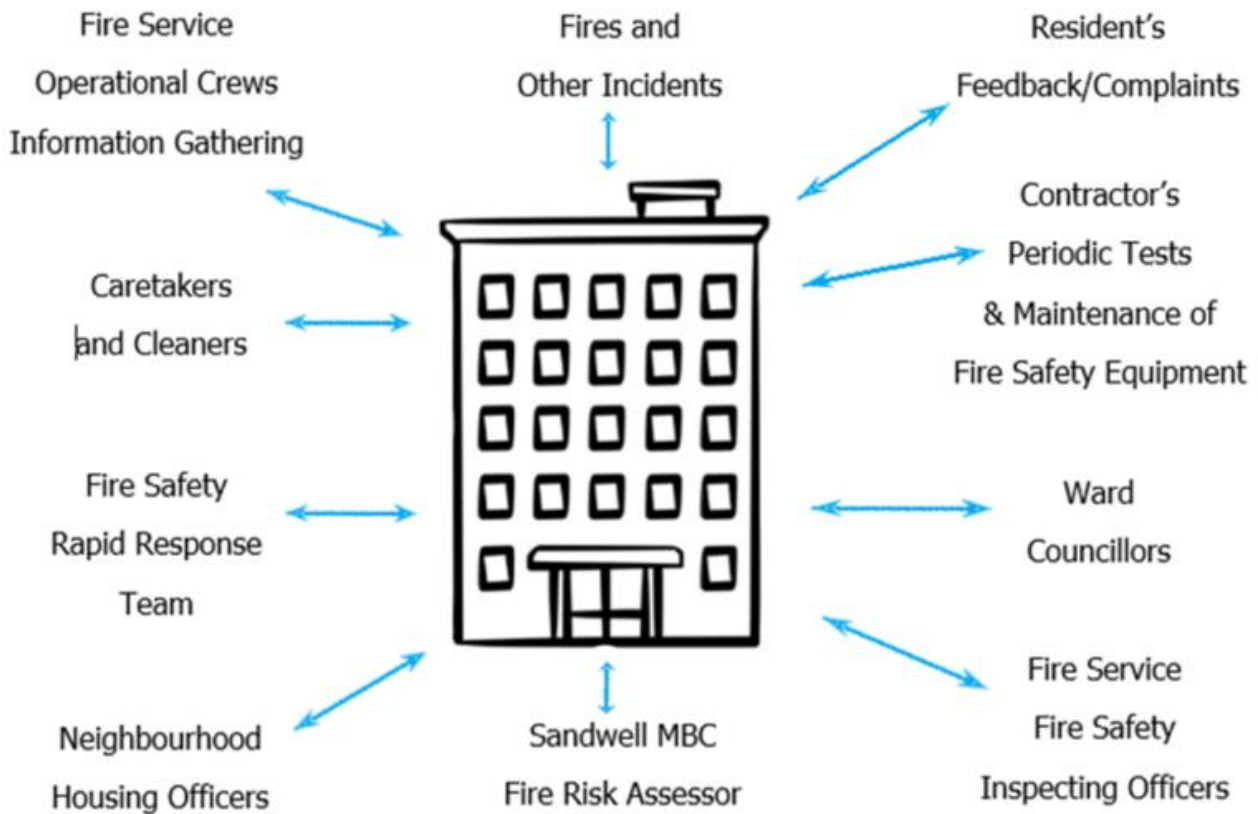
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The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment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

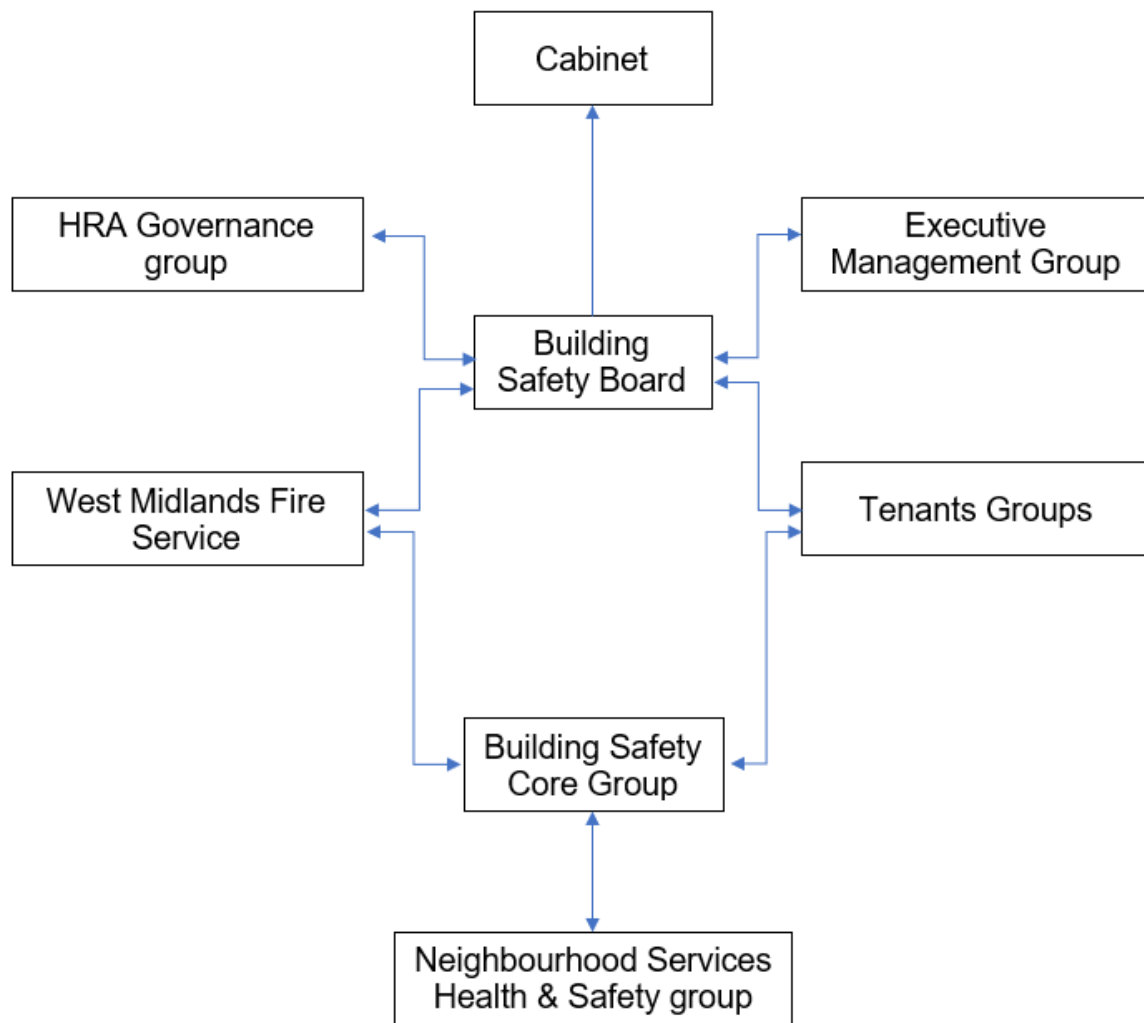
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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.

**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 external surface of the building is a wimpy no-fines construction. In 2016 external wall insulation was installed along with a silicone render finish. It has a flat roof and fascia boards along the roof line. There is a small arch canopy over the front entrance.  All flats have UPVC double glazed units some with Spandrel panelling fitted underneath.	Trivial

<p><a href="#">Section 7</a></p>	<p><b>Means of Escape from Fire</b></p> <p>The block has been divided into two sections. Each section of the block has a separate staircase and final exit doors which allows for a sufficient means of escape. All communal hallway floors are carpeted.</p> <p>Several flats at their entrances have door mats, the fire rating is not known on the door mats.</p> <p>All front doors are either notional timber FD30 or composite FD30s doors.</p> <p>Flat 11 Front door when inspected does not close properly on self-closure.</p> <p>The final exit doors on both sides are missing covers off the self-closer mechanism.</p> <p>Overgrown weeds and plants around rear entry to flats 7-12 may cause a trip hazard on escape route.</p> <p>Old incinerator doors require locks fitting in the block.</p> <p>Block 1-6 drying room being used for storage and the top of doorway has been blocked up using laminate flooring.</p> <p>Drying room inside block 7-12 the third floor drying area parts have been blocked up using old doors and is being used for storage.</p>	<p>Tolerable</p>
<p><a href="#">Section 8</a></p>	<p><b>Fire Detection and Alarm Systems</b></p> <p>Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats.</p>	<p>Trivial</p>



<a href="#">Section 9</a>	<p><b>Emergency Lighting</b></p> <p>The premises have no emergency lighting to communal landing areas.</p> <p>This is a three-storey purpose-built block and would normally have emergency lighting fitted.</p>	<p>Trivial</p>
<a href="#">Section 10</a>	<p><b>Compartmentation</b></p> <p>The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire between dwellings and support the stay put unless policy.</p> <p>Flat 11 has a small hole outside front door that requires fire stopping.</p> <p>Flat 9 has a small hole in front door frame where doorbell has been removed.</p> <p>All electrical cupboards are notional timber doors upgraded with smoke seals and intumescent strips and lockable with a 138-mortice lock.</p> <p>Block 1-6 electrical service cupboard at rear of stairs a small hole leading to trunking requires fire stopping.</p>	<p>Tolerable</p>
<a href="#">Section 11</a>	<p><b>Fire Fighting Equipment</b></p> <p>The premises have no provision for firefighting equipment.</p>	<p>Trivial</p>

<a href="#">Section 12</a>	<b>Fire Signage</b> Appropriate Fire door 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> The fixed electrical installation should be tested every 5 years.  The fixed electrical installation last test is unavailable, an EICR inspection is programmed in for 12/09/25.	Trivial
<a href="#">Section 15</a>	<b>Waste Control</b> Regular cleaning services take place at the block and regular checks from caretakers help with waste control at the block.  Some combustible materials and garden waste were noted stacked along the fence line near the building in the garden of flat no1.	Tolerable
<a href="#">Section 16</a>	<b>Control and Supervision of Contractors and Visitors</b>  Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial

<a href="#">Section 17</a>	<b>Arson Prevention</b>  The final exit doors have door entry systems installed. These doors have a push bar to exit the building. The building is well lit with external lighting. There is no evidence of any arson since the last risk assessment was carried out.  The rear exit door of block 7-12 is rotting and the external glazing could be removed to access internal push bar, this would allow easy access to block.	Tolerable
<a href="#">Section 18</a>	<b>Storage Arrangements</b>  Residents have access to external storage sheds which are kept secure.  The drying rooms in both sides of the block are being used for personal storage.  Residents should not store fuel or LPG Cylinders in their home or storage facilities. This documented in the tenancy agreement. See observations.	Tolerable

### 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 ☐

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## Comments

After conducting a Type 1 fire risk assessment at 1-12 Parkes House, I conclude that the likelihood of a fire is of a medium risk level prior to the implementation of the action plan, owing to the normal fire hazards identified within the assessment.

These hazards include

- The use of drying areas as storage.

Considering the use of the premises and the occupants within the block, the potential consequences for life safety in the event of a fire would be slight harm. This is because all flats are fitted with timber Notional and FD30S entrance doors, smoke detection systems installed to a minimum of LD3 in all flats, two final exit doors, and a stay-put strategy unless a fire strategy is in place.

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

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

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

***(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.)***

<b>Risk level</b>	<b>Action and timescale</b>
<b>Trivial</b>	No action is required, and no detailed records need be kept.
<b>Tolerable</b>	No major additional fire precautions are required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
<b>Moderate</b>	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.
<b>Substantial</b>	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.
<b>Intolerable</b>	Premises (or relevant area) should not be occupied until the risk is reduced.

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

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

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

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

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## Section 3

### Contact Details

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

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

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

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

<b>Chief Executive</b> 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 Craig Hudson	<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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This type 1 fire risk assessment covers

Parkes House (1-6, 7-12)  
Lodge Street  
Oldbury  
B69 4JE

The communal, any workplace areas and the external envelope of the building are subject to the Regulatory Reform (Fire Safety) Order 2005 as confirmed by the Fire Safety Act 2021. The enforcing authority is West Midlands Fire Service.

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

The Low-rise block was constructed in the 1963. The block is a Wimpey no-fines construction with a flat roof. The block consists of 3 storeys (inclusive of the ground floor). The block has been divided into two sections with flats 1-6 having a separate entrance/exit and staircase to flats 7-12. A plaque stating which flats are accessed by each staircase is located on the front elevation adjacent to the main entrances.



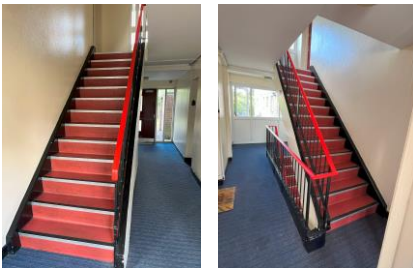
Each of the floors from the ground floor upwards contain 2 individual flats.

The block has a front entrance, that has a door entry system, and a key lock installed. There is a rear access door, leading to a rear courtyard area. Both escape routes lead to an ultimate place of safety. The Front and rear final exit doors utilise a push bar to exit with a firefighter override on the outside of the final exit.

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The block has 1 central staircase either side of the block as the sole means of escape on both sides (above ground floor).



### Block 1

Flats 1,2, are on the ground floor

Flats 3,4, are on the 1<sup>st</sup> floor

Flats 5,6 are on the 2<sup>nd</sup> floor

### Block 2

Flats 7,8, are on the ground floor

Flats 9,10, are on the 1<sup>st</sup> floor

Flats 11,12 are on the 2<sup>nd</sup> floor

Behind the stairs is a service cupboard housing electrical intakes and meters for each flat. These doors are modified FD30s doors with added intumescent strips and smoke seals.



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

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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	1963
Construction Type	Wimpy No Fines
Last Refurbished	2016
External Cladding	None
Number of Lifts	None
Number of Staircases	2
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	Flat roof – no internal access
Equipment on roof (e.g. mobile phone station etc)	None

### Persons at Risk

Residents / Occupants of 12 flats in total,  
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

Plan to show the general location/orientation of the building.



## Section 6

### External envelope

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Following the introduction of the Fire Safety Act 2021, consideration needs to be given to the external envelope of the building for any fire risk. This predominantly means the external wall construction including any insulation filler. It also includes balconies and any other fixtures as well as doors and windows.

Below is a breakdown of the materials used within the external envelope.

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

- 1) The external surface of the building is a wimpy no-fines construction. In 2016 external wall insulation was installed along with a silicone render finish,
- 2) The building has a flat roof and UPVC fascia boards fitted.



- 3) UPVC double glazed units have been installed to each flat.





- 4) Under some of the UPVC windows around the building spandrel panels have been installed.



- 5) Ground floor flats have additional external doors within their flat giving them access and egress to the outside to the rear or front elevations depending on the flat.



- 6) Access is gained to all flats from the ground floor using the main access door leading to the staircase area, further egress is available via the rear access door. Both access doors are solid timber.



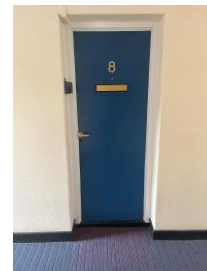
- 7) Gas risers are on external elevations.



## Section 7

### Means of Escape from Fire

- 1) All flats are believed to be equipped with minimum LD3 detection to aid means of escape.
- 2) Individual flat doors appear to be FD30s rated composite fire doors, and original notional timber doors. Original timber doors should be considered for replacement in the future.



- 3) Access was attempted to a sample some of the properties as part of the risk assessment. This was to ensure the doors have not been tampered with by residents.

Flat 12 was correct.



- 4) **Flat 11 front door leaf does not latch fully from the open position into the door frame requiring adjustment. See action 7/4.**



- 5) At the time of the assessment, it was noted that landing floors were fitted with carpet. It is understood that carpets have been procured in accordance with BS 5287: 1988 specification for assessment and labelling of textile floor coverings and & BS 4790 Fire Test to Textile Floor Coverings.

These carpets have been procured by SMBC utilising third party approved contractors. Therefore, it is understood that carpets fitted meet the approved standard.



- 6) All corridors are of adequate width (at least 1050mm) and are kept clear to promote maintain safe exit in an event of fire.
- 7) Each landing has a drying room area. This area is normally secured, and tenants have access via a key. Within these areas there are void incinerator cupboards.
- 8) **The incinerator cupboards in block 1-6 in drying area have no locks fitted. Locks are required to be fitted. See Action 7/8**



- 9) The incinerator cupboards in block 7-12 in drying area have no locks fitted. Locks are required to be fitted. See Action 7/9



- 10) In block no's 7-12 the drying room on the third floor has been blocked up using old timber doors to block the vision so it can be used for storage. Removal of doors blocking panels due to being flammable, also removal of stored items as this area is a drying room. See Action 7/10.



- 11) The means of escape is an open plan landing and stairs construction over three floors.



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



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- A photograph showing a view through a window. The window frame is white. Outside, there is a residential street with parked cars, a building, and a cloudy sky. The view is slightly tilted.

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- 16) Both final exit door closers in block 7-12 are missing covers at time of assessment. These covers require replacing. See Action 7/16.**



- 17) At the rear exit of flat 7-12 the exit route is overgrown. This requires clearing to provide a clear exit route with no trip hazards. See Action 7/17.**



## 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 minimum.

Flat 11 was seen to be LD3

Flat 12 was seen to be 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

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- 1) The premises has no emergency lighting to communal landing areas. This is a three-storey purpose-built block and requires emergency lighting fitting. See Observations.

## Section

# 10

## Compartmentation

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- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. All flat entrance doors are 30-minute notional doors, including those in 1-hour rated walls.
  - 2) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put -Unless policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them or if they are advised to evacuate by the emergency services
  - 3) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping as not been compromised by third parties and where applicable enhance the fire stopping.
  - 4) Due to the premises having an open plan stairwell, provisions are in place to limit any potential risks in the communal area. The limit of combustibles and ignition sources are of a low level, alongside the use of notional FD30 timber and FD30s fire rated fire doors to individual flat entrances, any service cupboards are lockable, and have sufficient fire stopping, this provides acceptable compartmentation between the communal area, flats and service cupboards. There is a cyclical programme to ensure fire stopping as not been compromised by third parties e.g. contractors and where applicable enhance the fire stopping.
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- 5) Service cupboards on ground floor containing residents' meters are notional timber fire doors with upgraded smoke seals and intumescent strips and lockable with a 138 mortice lock.



- 6) All individual flats are installed with notional timber FD30 rated timber doors or FD30s composite doors however the only doors sampled were FD30s composite doors.

- 7) Hole at low level side of flat 11 door requires fire stopping. See Action 10/7.**



- 8) Flat has a hole in front door frame where doorbell has been removed requires fire stopping. See Action 10/8.**





- 9) Block 1-6 electrical service cupboard at rear of stairs a small hole leading to trunking requires fire stopping. See Action 10/9.**



**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) Appropriate signage is displayed throughout the building.



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



## 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 information 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

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- 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.
- 5) The fixed electrical installation has an EICR inspection programmed in for 12/09/25 and is carried out every 5 years. This was confirmed by email.
- 4) Portable heaters are not allowed in any common parts of the premises.
- 5) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. The gas supply is supplied externally.
- 6) All Residents service cupboards on each floor are housed behind a notional upgraded FD30s fire rated doors. All cupboards are free from any combustibles.



- 7) Ground 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 plastic trunking along the ceiling line.



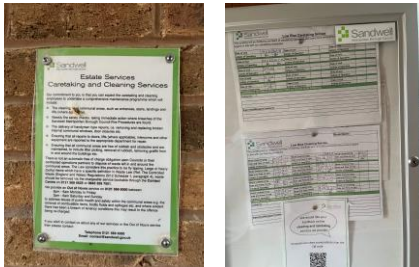
## Section 15

### Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse bins are stored to the front and rear of the building in a purpose-built store away from the main 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.
- 5) **Some combustible materials and garden waste were stacked along the fence line near the building. This waste requires removal See Action 15/5.**



## 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 local housing office. 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

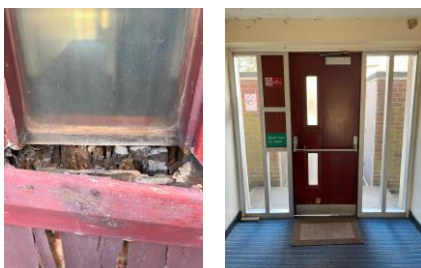
- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
- 2) Restricted access to the premises by means of a door entry system to the front and the rear.



- 3) There is no current evidence of arson.
- 4) The perimeter of the premises is well illuminated.



- 5) There have been no reported fire incidents since the last FRA.
- 6) The rear exit door of block 7-12 is rotting and the external glazing could be removed to access internal push bar; this would allow easy access to block. This requires a repair to or a replacement door. Email has been sent to repairs.



## Section 18

### Storage Arrangements

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- 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 shed externally which they keep secured by means of own keys.



## 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:

Parkes House 1-12

Date of Action Plan:

28/08/2025

Review Date:



<Insert date>

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Fire Risk Assessment


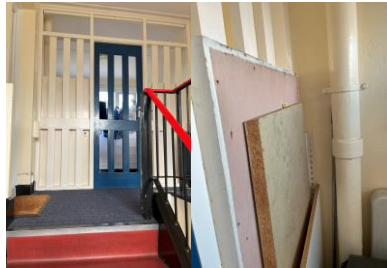

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Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/4	Adjust self-closer on front door for flat no11. Door not catching on latch.		P2	1-3 Months Fire Rapid Response	
7/8	Fit locks to the incinerator cupboards in block 1-6 in drying area.		P3	3-6 Months Fire Rapid Response	

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## Fire Risk Assessment

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7/9	Fit locks to the incinerator cupboards in block 7-12 in drying area.		P3	3-6 Months Fire Rapid Response	
7/10	In block no's 7-12 the drying room on the third floor has been blocked up using old timber doors to block the vision so it can be used for storage. Removal of doors blocking panels due to being flammable, also removal of stored items as this area is a drying room.	 	P3	3-6 Months Housing Manager	

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## Fire Risk Assessment

7/16	Both final exit door closers in block 7-12 are missing covers at time of assessment. These covers require replacing.		P3	3-6 Months Fire Rapid Response	
7/17	At the rear exit of flat 7-12 the exit route is overgrown. This requires clearing to provide a clear exit route with no trip hazards.		P3	3-6 Months Housing Manager	

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## Fire Risk Assessment

10/7	Fire stop small hole at low level outside flat no11.		P2	1-3 Months Fire Rapid Response	
10/8	Fire stop small hole in door frame of flat 9, where door bell has been removed.		P2	1-3 Months Fire Rapid Response	
10/9	Fire stop small hole in Block 1-6 electrical service cupboard at rear of stairs.		P2	1-3 Months Fire Rapid Response	



## Fire Risk Assessment

15/5	Remove combustable materials from garden of flat no1 that are along fence line near building.		P3	3-6 Months Housing Manager	
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### Observations

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

**Emergency lighting is recommended to be fitted at next refurbishment; this is due to the building being three stories.**


**All flat doors that have not been upgraded to FD30s composite doors should be considered for upgrading at next refurbishment.**

Signed

	Fire Risk Assessor	Date: 28 August 2025
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## Fire Risk Assessment

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	Building Safety Manager	Date: 28 August 2025
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Appendix 1

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

**Name of property:** Parkes House 1-12

**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 ( <a href="tel:01215695077">Tel:- 0121 569 5077</a> ).		



## CERTIFICATE OF ANALYSIS

### Asbestos Fibre Identification in Bulk Sample

**Client:** Sandwell MBC (Formerly Homes)  
**Address:** Building Services  
 Direct 2 Trading Estate  
 Rowley Lane  
 Oldbury  
 West Midlands  
 B69 3ES

**Site:** 1-12 Parkes House  
**Address:** Oldbury  
 B69 4JF

**Samples Received:** 06/03/2025

**Issue Date:** 14/03/2025

**Order Placed By:** Dean Harding

**Sampled By:** Jack Baldwin

**Analysed on:** 14/03/2025

**Authorised Signatory:**

**Job Title:** Laboratory Analyst

Opinions and interpretations including the sample reference are outside the scope of UKAS accreditation

**Report No.:** J412495

Date Analysed:	Lab Ref.:	Site Ref:	Room:	Sample Reference:	Analysis Result:	Analyst:
14/03/2025	RD000696	-	01 - Landing/Stairs	Asbestos Cement panels	Chrysotile	Lee-Anne Campbell
14/03/2025	RD000697	-	02 - Balcony	Asbestos Cement pipe	Chrysotile	Lee-Anne Campbell
14/03/2025	RD000698	-	05 - Store	Asbestos Cement pipe	Chrysotile	Lee-Anne Campbell
14/03/2025	RD000699	-	07 - Electric Cupboard	Insulating board panels	No Asbestos Detected	Lee-Anne Campbell

**TEST METHOD:** The test method is as described in the laboratory method (Appendix 1, Quality Manual), based on BS6841. "Crocidolite", "Amosite" and "Chrysotile" are more commonly known as "blue", "brown" and "white" asbestos respectively. "Actinolite", "Anthophyllite" and "Tremolite" are other rarer forms of asbestos. Bradley Environmental Consultants Limited is not responsible for sampling errors where the sample is provided by you/yourself. Materials that have been referred to as Asbestos (Insulating Board or Asbestos Cement) are based on their asbestos content and visual appearance alone (these options are not covered by our UKAS accreditation), where descriptive tests have not been carried out unless otherwise stated. Reported results relate only to the items tested. Samples are retained for a minimum of six months. The report should not be reproduced except in full, without written approval of the laboratory.

### Analysed at:

**Head Office:**  
 20 Stoutbridge Road,  
 Halesowen, West Midlands  
 B63 3US  
 Tel: 0121 550 0224  
 Email: [sales@bradley-enviro.co.uk](mailto:sales@bradley-enviro.co.uk)



# Fire Risk Assessment

## ABOUT THE REPORT – PLEASE READ

All Survey Methodology is based upon HSE document HSG 254 - 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 complements the survey & report process it does not substitute the Refurbishment & Demolition Survey.

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

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

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

Term	Explanation
Photo's	These will usually be provided for the front elevation of the property to aid identification.
Sampled by	P402 trained surveyor.
Checked by	P402 trained surveyor who checks report prior to issuing.
Survey Report Type	Report type is determined by the type of work to be undertaken. The reader of this report must satisfy themselves that the scope of the survey is sufficient for the purpose of work being undertaken.
Refurbishment Survey	HSG 254 – Refurbishment & Demolition Survey. Surveying undertaken to all parts of the property presuming full decent homes refurbishment, which may include, New Kitchen, New Bathroom, Electrical Rewire, Re-roof, Full Heating System. Taking account of the complete structure of the property & archetype information available. This survey has been carried out without detailed knowledge of the works to be undertaken during refurbishment. Anyone using this report to support building works being undertaken to the property should ensure that the report is sufficient for the purposes of the building work being undertaken. The reader should be confident that the areas that are to be disturbed by the proposed work are included.
Management Survey	A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.
Refurb & Management Survey	Both Survey Report Types are ticked due to works identified at survey stage the surveyor has completed Refurbishment Survey for the works required & may have undertaken a management survey on remaining areas of the property. The report should not be used for works outside the scope stated, unless the reader assures themselves that it is suitable & sufficient.
Cavity Walls / Floor Voids or similar.	Will be assessed at survey stage & desktop assessment of similar archetypes.
Photo's	Where practical & to aid the identification of ambiguous material locations photos will be included within the report to ensure that materials are identified on-site correctly. Photos will be annotated where necessary.