Fire Risk Assessment

1-6, 7-12

Jackson House,

Oldbury,

B69 4JG

Date Completed: 05/09/2025

Review Period: 1 year.

Officer: S. Henley **Fire Risk Assessor**

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

Current Risk Rating = Tolerable

Sandwell
Metropolitan Borough Council

Subsequent reviews

Review date	Officer	Comments

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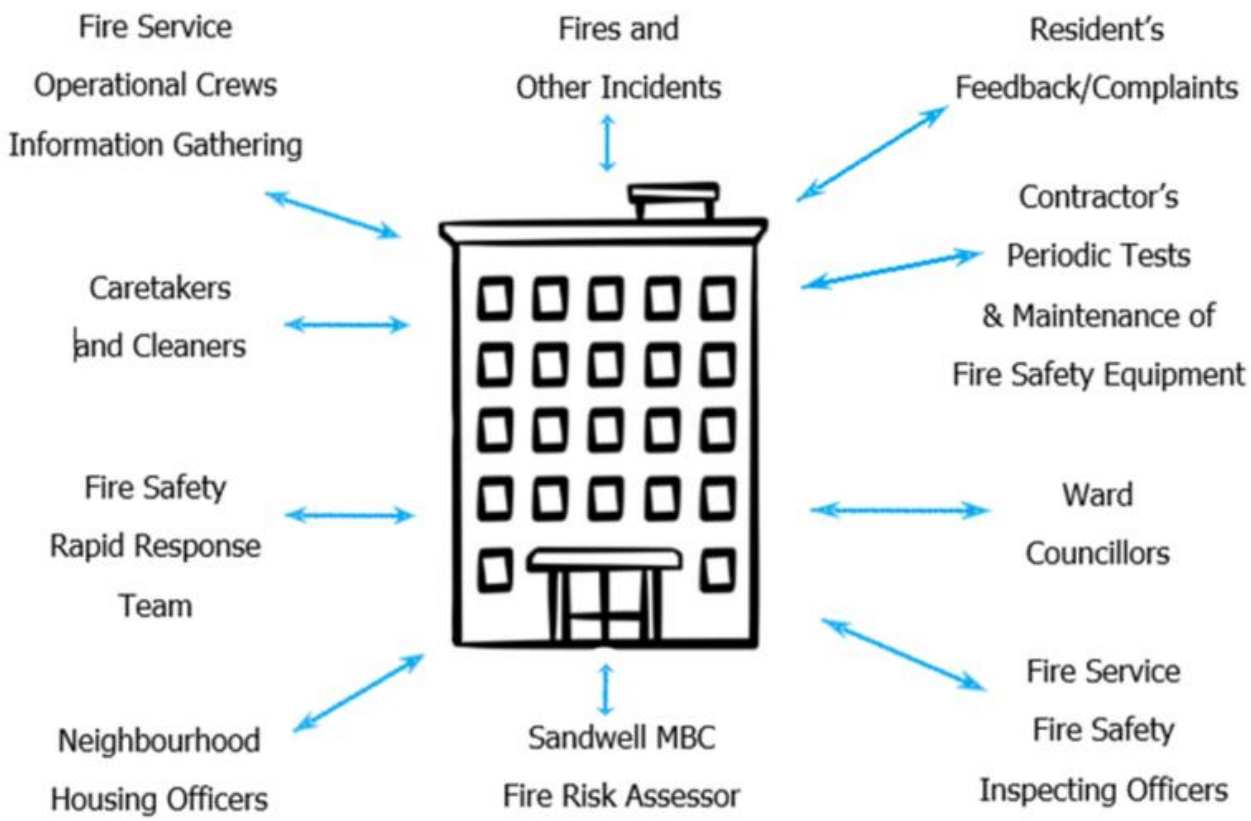
Section 0 Introduction

The Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O) places a legal duty on landlords to complete a fire risk assessment (FRA).
Specifically, RR(FS)O article *9. — (1) "The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order*".

This 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 or by phone on 0121 569 6000.

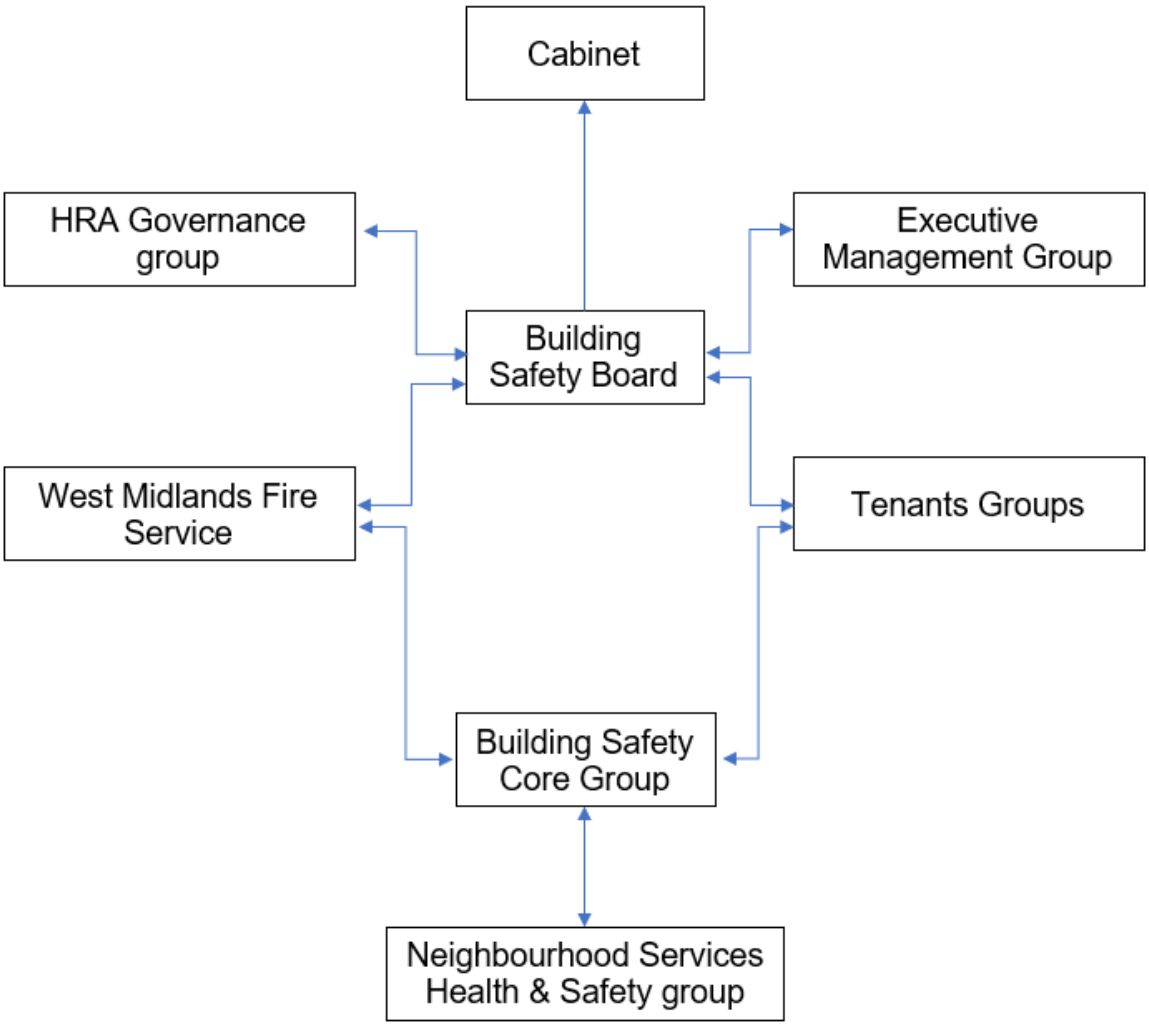
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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 external surface of the building is an External Wall Insulation (EWI) with a silicone render, installed in 2016. The external render is susceptible to damage from external factors such as machinery, bins, and other equipment used within the vicinity. Such damage may compromise the integrity of the fire-resistant properties of the render. It has a flat roof (installed 01/01/2010) with UPVC facia boards fitted along the roof line.	Tolerable

Section 7	**Means of Escape from Fire** The building is divided into two semi-detached blocks. Each block has a separate staircase and two final exit doors with push bar opening which allows for a sufficient means of escape. Individual flat doors are minimum notional timber FD30 with others FD30s composite fire doors. Would recommend the notional doors are replaced in future refurbishment work. Flats 1 and 2 do not have self-closers, intumescent seals or cold smoke seals. A number of flats at their entrances have door mats, the fire rating is not known on the door mats, but they are deemed low risk. All communal hallway floors are carpeted. Each landing has a drying room area. This area is secured, and tenants have access via a key. These areas should be for drying clothes only. Some drying areas also have storage within them. Glazing on side panel of the door to block 7-12, cracked and requires repairing.	Tolerable
Section 8	**Fire Detection and Alarm Systems** Individual flats are fitted with hardwired smoke detection to a LD3 minimum within the block. Each flat has a control switch to test and silence the alarm.	Trivial

Section 9	**Emergency Lighting** Emergency lighting is not present within the premise. Some lighting can be obtained from the landing windows. Installation of emergency lights required within the blocks in future refurbishments.	Trivial
Section 10	**Compartmentation** 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. All electrical cupboards are upgraded notional timber FD30s rated doors and lockable with a 138-mortice lock. Fire stopping required in the service cupboard within block 7-12	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/locked 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** The fixed electrical installation should be tested every 5 years. At the time of the FRA, the last EICR inspection of electrical equipment was carried out on 09/07/2020.	Tolerable
Section 15	**Waste Control** Caretakers undertake regular checks and bins are stored away from the building in a detached brick-built structure, these are emptied on a regular basis by the local authority refuse collections.	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 installed around the outside of the building for safety and security. One additional light fitting required externally above doorway by the bins, Block 1-6, as other block. Block 1–6 can be accessed using a flat numbered call button located externally and can be accessed also using a resident key or fireman's drop key on the car park side. Entry from the opposite side can access using the above including a key fob. Block 7–12 is accessible from both sides of the building using either a resident key or a fireman's drop key.	Tolerable

Section 18	**Storage Arrangements** Detached from the main building is a brick-built block that houses residents' storage cupboards. These are locked with individual non fire rated doors and are only accessible by the residents. These also house the refuse bins that are emptied with the regular local authority waste collections. Residents should not store fuel or LPG Cylinders in their home or storage facilities.	Trivial

Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

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

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

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

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

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

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

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

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 a minimum of FD30 notional doors, smoke detection systems installed to a minimum of LD3 within all the flats, and a stay-put unless strategy is in place.

Majority of flat doors are notional FD30 doors, these doors do not fit current regulatory requirements as they do not have self-closers, smoke seals or intumescent strips, and rely on drop hinges and concealed chain blocks. Replacement of the notional doors is advised during future works.

The external render is susceptible to damage from external factors such as machinery, bins, and other equipment used within the vicinity. Such damage may compromise the integrity of the fire-resistant properties of the render. To ensure ongoing safety and compliance with fire regulations, a comprehensive Fire Risk Assessment of the block will be conducted annually. During these inspections, any areas of damaged render will be identified and promptly recorded. Arrangements will then be made to carry out the necessary repairs without undue delay, thereby maintaining the effectiveness of the fire protection measures and reducing any potential fire hazards.

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

Due to the external render being susceptible to damage from external factors, the overall risk rating for the building will be 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 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.

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:

<table>
<tr><td colspan="3">Chief Executive
Shokat Lal</td></tr>
<tr><td colspan="3">Executive Director Asset Manager & Improvement
Alan Lunt</td></tr>
<tr><td colspan="3">Assistant Director Asset Manager & Improvement
Sarah Agar</td></tr>
<tr><td colspan="3">Fire Safety Manager
Tony Thompson</td></tr>
<tr><td colspan="3">Team Lead Fire Safety
Jason Blewitt</td></tr>
<tr><td colspan="3">Team Lead Building Safety
Anthony Smith</td></tr>
<tr><td colspan="3">Housing Office Manager
Rachel Price</td></tr>
<tr><td>Building Safety Managers
Adrian Jones
Carl Hill
Louis Conway
Andrew Froggatt</td><td>Fire Risk Assessors
Mohammed Zafeer
Stuart Henley
Craig Hudson</td><td>Resident Engagement Officers – Fire Safety
Abdulmonim Khan
Ethan Somaiya
Hannah Russon</td></tr>
</table>

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

Section 4

Description of Premises

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

1-6, 7-12
Jackson House
Oldbury Green
Oldbury
B69 4JE



Description of the Property

The building is a 3-storey low-rise structure constructed in 1963, built using Wimpey no-fines concrete.

In 2016, external wall insulation along with the silicone render was added, which remains vulnerable to damage from external factors such as machinery, bins, and nearby equipment. Damage to the render could compromise its fire-resistant properties.

The roof is flat, and was installed in January 2010, with UPVC fascia boards along the roofline.

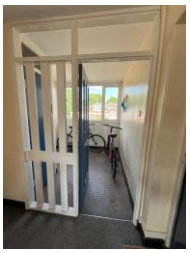
The building is divided into two semi-detached blocks: Block 1–6 and 7–12, each with two entrances/exits. Each block has a dedicated staircase and two final exit doors with push bar mechanisms, providing adequate escape routes. Each block is identified by the installation of a plaque to the outside of the building. Ground-floor flats have additional external doors for access and egress.

All residential flats are fitted with UPVC windows, and the main entrance/exit are timber doors. External access is via call panels, resident keys, fireman's drop keys, or key fobs, depending on the entry point. Ground floor flats have additional external doors granting access and egress.



Each flat has its own storage cupboard located externally within a detached brick-built building, accessible only by the resident. This building also contains an area where waste bins are stored, which are regularly emptied by the local authority.


Each landing features a secured drying room, accessible only with a key, intended for drying clothes; some of these areas are also being used for storage.

All communal hallways are carpeted with S.M.B.C.-compliant carpets, meeting BS 5287:1988 and BS 4790 fire standards. Some flats have door mats at their entrances; these are considered low risk, although their fire ratings are unknown.

Standard lighting is installed within escape routes, supplemented by windows allowing in natural light. However, there is no emergency lighting, which is a requirement for a three-storey building. It is recommended that emergency lighting be installed during future refurbishment works.

The building’s compartmentation is sufficient to limit the spread of smoke and flame, supporting a stay-put policy. Individual flat doors are predominantly notional timber FD30, with some being FD30s composite fire doors. Electrical service cupboards have lockable FD30 timber doors with 138 mortice locks.

Caretakers conduct regular inspections, and waste bins are stored in a detached brick building, emptied regularly by the local authority. External lighting provides safety and security.

The nearest fire station is Oldbury Fire Station, 1.1 miles away, and the enforcing authority is West Midlands Fire Service.

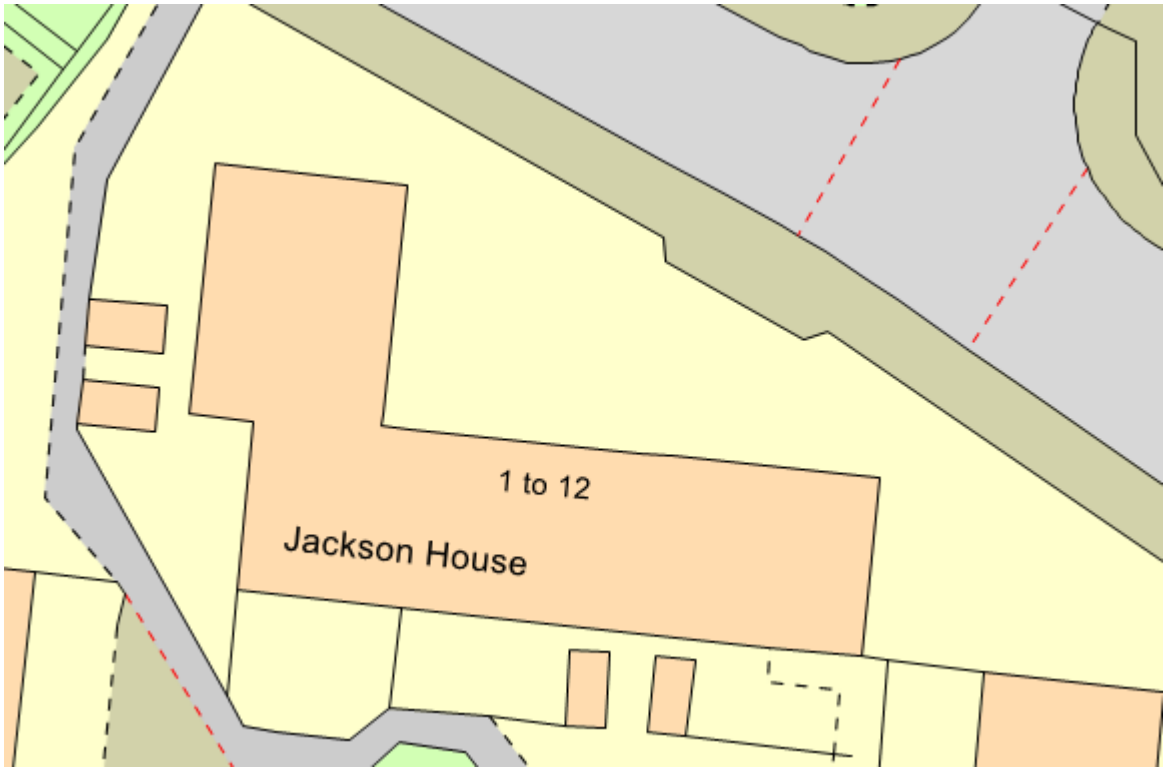
High/Low Rise	Low-Rise
Number of Floors	3
Date of Construction	1963
Construction Type	Wimpey No-Fines construction
Last Refurbished	2016
External Cladding	Yes (EWI) with silicone render
Number of Lifts	None
Number of Staircases	1 per semi-detached block (x2)
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	No (flat roof)
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 12 flats total (6 flats per semi-detached block),
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.

Below is a breakdown of the materials used within the external envelope, it is deemed that the combination and application of these materials presents a tolerable level of fire risk. Fire Risk Assessment review will be carried out of the render every 12 months.

1) The external surface of the building is External Wall Insulation (EWI) systems with a silicone render. The roof is flat roof, new roof installed January 2010.



2) **The building currently has several areas of damaged render that require repair to maintain fire safety standards. Recommend a joint visit with the repairs team and Fire Risk Assessor to identify areas. Also, to carry out a review of the fire risk assessment every 12 months.**

3) UPVC double glazed blocks have been installed to each flat and communal stairway. There is a canopy situated over the front and rear entrance to the block. Entrance & rear door are timber with steel framework and glass panelling.



Section 7

Means of Escape from Fire

1) Each floor is accessed via a single staircase that provides a means of escape and has a width of 1 metre.


2) Corridors are at least 1050mm in width and are kept clear.


3) All communal hallway floors are carpeted. All floors have S.M.B.C fitted carpet. Due to the fact S.M.B.C specified and managed the installation of the carpets it has been presumed that they are BS 5287,1988 specification for assessment and labelling of textile floor coverings and BS 4790 Fire Test Method to textile Floor Coverings.


4) The means of escape are protected to prevent the spread of fire and smoke. All service cupboards to communal landings are updated timber notional doors with added smoke seal and intumescent strip, they are lockable with budget locks and include fire door Keep locked signage. A Stay Put Unless strategy is in place to protect residents.

5) The final exit doors, which are push bar operated and fitted with automatic closing devices that are checked on a regular basis by caretaking teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).

6) Individual flat doors are a minimum FD30 rated notional doors apart from flat 11 where a composite FD30s door set is fitted. Access was gained to a sample of properties as part of the fire risk assessment to ensure the doors have not been tampered with.

   a) **Flat 1 FD30 notional door: No smoke seals or strip + no self-closer (leasehold)**
   b) **Flat 2 FD30 notional door: No smoke seals or strip + no self-closer**

Drop hinges are fitted to these doors, but do not operate fully due to paint upon them and their age.

7) A number of flats have door mats present at the entrances; the fire rating is not known on these door mats, and these are deemed to be low risk.

8) Windows within the communal area on each floor are UPVC and fitted with openers to assist with ventilation

9) Drying areas: These areas are for drying clothes only and NOT for storing items, they are situated off the landings on each floor. The door and frame are timber structure with open panels to allow ventilation for the drying of washing also in times to assist in building ventilation. Within this area is a locked cupboard only accessible by SMBC staff. Letter has been sent out to residents to remind them that the areas are for drying of laundry only 27/08/2025.

- Some drying areas are being used as storage areas and left open

10) All cabling that runs through the communal area is encased within metal trunking. Door entry control system is also within a metal box on the ground floor.

11) 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.


Block 1-6


Block 7-12

12) The front and rear final exit doors are push-bar operated from inside the building, they are also fitted with automatic closing devices. These are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).



13) Glazing on the side panel of front entrance door to block 7-12, cracked and requires replacing.

Definitions Fire Doors.

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

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

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

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

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 a minimum of LD3 Standard.

- Flat 1 was checked at the time of the fire risk assessment: Smoke detection within the hallway (LD3)
- Flat 2 was checked at the time of the fire risk assessment: Smoke detection within the hallway and a heat and carbon monoxide detector in the kitchen (LD2)
- Flat 8 was checked at the time of the fire risk assessment: Smoke detection with the hallway, living room and a heat and carbon monoxide detector in the kitchen (LD2)

3) Recommend flats are upgraded to LD1 in future improvement programs.

For information
LD1 all rooms except wet rooms
LD2 all-risk rooms e.g. Living Room, Kitchens and Hallway.
LD3 Hallway only

4) There is no 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) These premises have no emergency lighting. It is recommended that emergency lighting is added as required under 3.41 of Approved Document B Volume 1.

2) There is standard lighting within the hallway also landing windows to assist in lighting the communal areas from outside

Section 10 Compartmentation

This section should be read in conjunction with Section 4

1) A visual inspection of the accessible areas was undertaken as part of the assessment, but areas with restricted access, i.e., false ceilings and void areas, were only inspected where readily accessible. The inspection did not reveal any breaches in compartmentation.

   The survey undertaken as part of this risk assessment should not be construed as a full compartmentation survey of the building.

2) The building is designed to provide as a minimum 1-hour vertical and vertical fire resistance.

3) 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.

4) However, the building does not have sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire in communal areas due to open plan staircase.

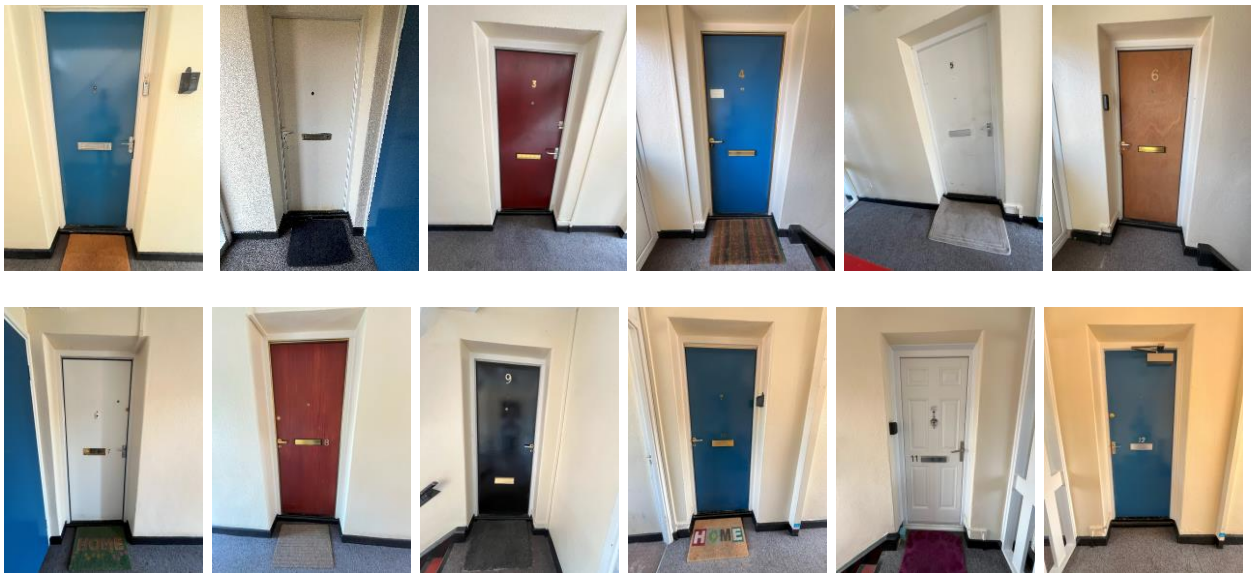
5) The existing fire-stopping measures are fit for purpose, and a cyclical programme is in place to ensure that the fire-stopping has not been compromised by third parties and to make enhancements where necessary.

- **Fire stopping required in the service cupboard in block 7-12**

6) A variety of methods / materials have been used to achieve fire-stopping such as intumescent mastic around penetrations.

7) All service cupboards to communal landings are upgraded notional doors with fire/smoke seals and are lockable with a 138 key and include a “Fire door Keep locked” signage.

8) Majority of the flat doors are nominal FD30 rated fire doors, apart from flat 11 that has a composite FD30s rated door construction.



Section 11

Fire Fighting Equipment

1) There is no firefighting equipment on this premises.

2) Nearest fire hydrant is indicated within the attached plan

Section 12

Fire Signage

1) Fire door keep shut signs are displayed where appropriate. All meter cupboards should display “Fire Door Keep Locked” signage. **Fire Door Keep Locked signage required to replace existing service cupboard signage ‘Fire door keep shut’**

2) 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

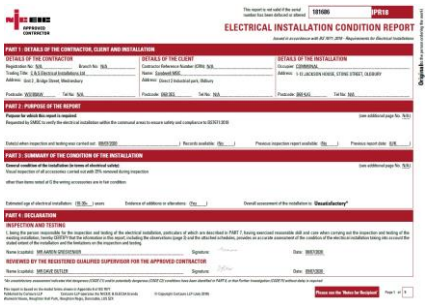
Sources of Ignition

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 EICR was 16/7/20. The senior planning officer - electrics has confirmed an EICR will be scheduled September 2025.**



ELECTRICAL INSTALLATION CONDITION REPORT

5) Portable heaters are not allowed in any common parts of the premises.

6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.

7) All Residents service cupboards on each floor are housed behind a FD30s fire rated doors. All service cupboards are free from any combustibles. ‘Fire door keep locked’ signage are to be displayed on the doors. See Section 12/1

Section 15

Waste Control

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

2) Waste bins are stored within a purpose-built brick structure detached from the main building. These are emptied by SMBC on a regular basis.


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) 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. Block 1-6 has fob access, block 7-12 is key access.



1-6 access 7-12 access

3) There is no current evidence of arson.

4) The perimeter of the premises is illuminated. **Install a floodlight on the building over the rear door by bin room of block 1-6, same as other blocks.**



Block 1-6 Block 7-12

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

Section 18

Storage Arrangements

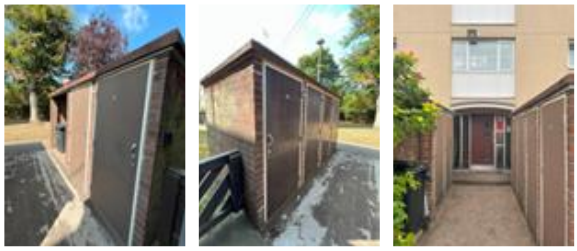
1) Residents instructed not to bring L.P.G cylinders into block.

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 cupboards externally which they keep secured by means of their own keys.



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

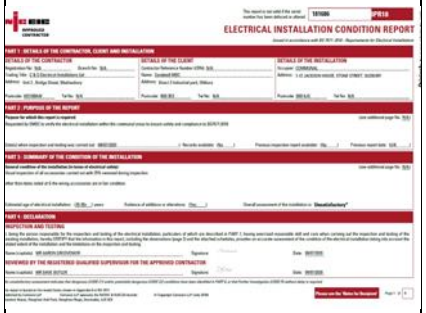
Name of Premises or Location: Jackson House 1-6 7-12

Date of Action Plan: 15/09/2025

Review Date: <Insert date>

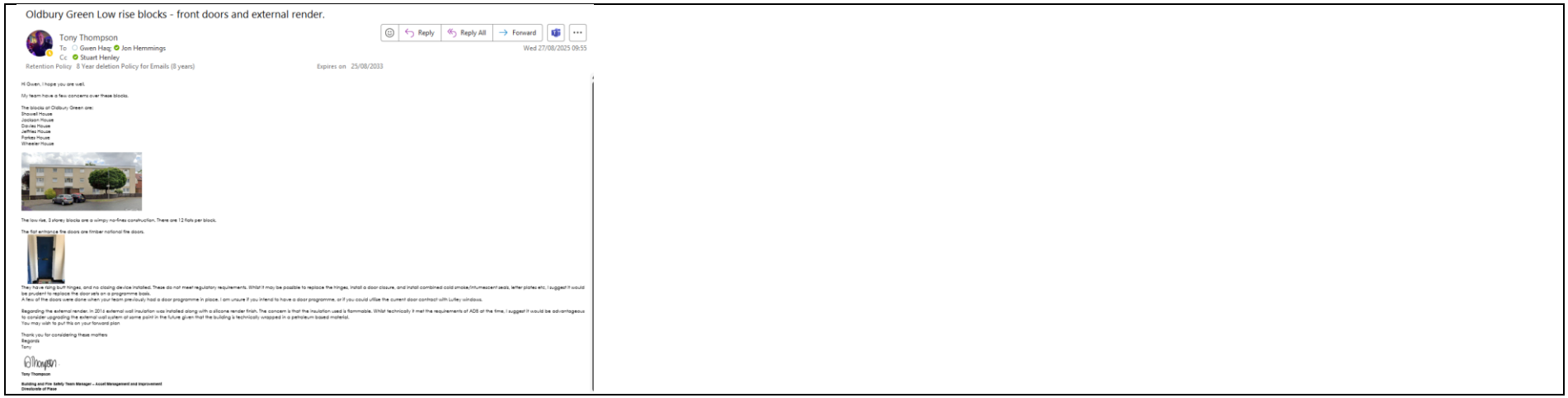
Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
6/2	Repair several areas of damaged render to maintain fire safety standards. Recommend a joint visit with the repairs team and Fire Risk Assessor to identify areas.		P3	Within 3-6 months Repairs	

7/6a	Replace drop hinges with fire door hinges, fit self-closer including smoke seals and intumescent strips to flat number 1 Number 1 leasehold		P3	Within 3-6 months Leasehold Management	
7/6b	Replace drop hinges with fire door hinges, fit self-closer including smoke seals and intumescent strips to flat number 2		P3	Within 3-6 months Fire Rapid Response	
7/13	Side panel of door requires glazing due to cracked glass		P3	Within 3-6 months glazing	
10/5	Fire stop around the cables within the service cupboard in block 7-12		P2	Within 1-3 months Fire Rapid Response	

12/1	Replace existing service cupboard signage ‘Fire door keep shut’ with ‘Fire Door Keep Locked’		P2	Within 1-3 months Fire Rapid Response	
14/4	Carryout EICR on the premises		P2	Within 1-3 Months Electrical team	
17/4	Fit light above door on block 1-6, by the bin room		P3	Within 3-6 months Electrical Team	

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).

- **The blocks do not have emergency lighting fitted. This should be added to future improvement works.**
- **The entrance door to the block is rotten and is need of replacing in the future improvement program.**
- **Recommend the upgrade of smoke detection within the flats to LD1 in future improvement programs.**
- **Majority of flat doors are nominal FD30 doors, these doors do not fit current regulatory requirements as they do not have self-closers, smoke seals or intumescent strips, and rely on drop hinges and concealed chain blocks. Look to replace flat doors in future refurbishment programs to composite FD30s doors**
- **The external render is susceptible to damage from external factors such as machinery, bins, and other equipment used within the vicinity. Due to this, I would recommend that a review of the Fire Risk Assessment is carried out every 12 months**



Oldbury Green Low rise blocks - front doors and external render.

Tony Thompson
To Gwen Haq Jon Hemmings
Cc Stuart Henley
Retention Policy 8 Year deletion Policy for Emails (8 years) Expires on 25/08/2033

Reply Reply All Forward
Wed 27/08/2025 09:55

Hi Gwen, I hope you are well.

My team have a few concerns over these blocks.

The blocks of Oldbury Green are:
Shovell House
Jackson House
Davies House
Jeffries House
Parkes House
Wheeler House

The low rise, 3 storey blocks are a wimpy no-fines construction. There are 12 flats per block.

The flat entrance fire doors are timber notional fire doors.

They have rising butt hinges, and no closing device installed. These do not meet regulatory requirements. Whilst it may be possible to replace the hinges, install a door closure, and install combined cold smoke/intumescent seals, letter plates etc, I suggest it would be prudent to replace the door sets on a programme basis.
A few of the doors were done when your team previously had a door programme in place. I am unsure if you intend to have a door programme, or if you could utilise the current door contract with Lutley windows.

Regarding the external render, in 2016 external wall insulation was installed along with a silicone render finish. The concern is that the insulation used is flammable. Whilst technically it met the requirements of ADB at the time, I suggest it would be advantageous to consider upgrading the external wall system at some point in the future given that the building is technically wrapped in a petroleum based material.
You may wish to put this on your forward plan

Thank you for considering these matters
Regards
Tony

Tony Thompson
Building and Fire Safety Team Manager – Asset Management and Improvement
Directorate of Place

Signed

	Fire Risk Assessor	Date: 16 September 2025
	Building Safety Manager	Date: 16 September 2025

Appendix 1

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

Name of property: 1-6 and 7-12 Jackson House, Oldbury

Updated: 07/07/16.

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 (Tel:- 0121 569 5077).		

Asbestos Survey | Property Address | 1-6 Jackson House, Oldbury Green. B69 4JG | ✓ Office use

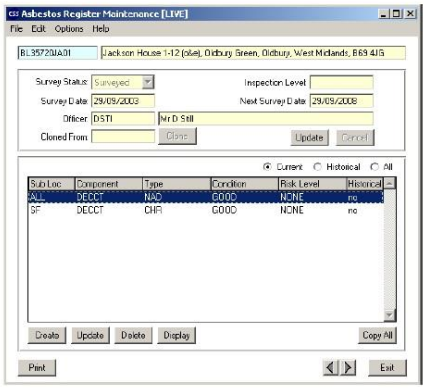
Surveyed by	DEREK STILL	Date	06/03/2013	Checked by	Paul Arundel	Desktop Check	✓	Site Check	
				Date	07/03/2013				

Reason for request		HSG 264 - Survey Report Type	
Investment Void		Refurbishment Survey	✓
Investment Tenanted		Management Survey	
R & M Void		SHAPE Interrogated.	✓
R & M Tenanted		No Existing SHAPE Data.	
Medical / Emergency - Heating Works		Existing SHAPE Data.	✓
Communal Areas	✓	Refurb Surveys Interrogated ?	

Property Description

THREE STOREY MEDIUM RISE BLOCK

Year Built	1963



Notes / including details of similar property surveys completed.

Only those areas associated with communal electrical work have been surveyed for the purpose of this report, if work is to be undertaken to other areas please assure yourself that this report covers the areas you are working in.
No individual dwellings have been accessed for the purpose of this report, should you need to undertake work within dwellings please ascertain if asbestos reports are available to assist

Survey reviewed by John Davis 07/07/16

Building Surveyors
0121 569 5077

Asset Team – Investment Division
Operations & Development Centre
Roway Lane
Oldbury
B69 3ES

Sandwell Metropolitan Borough Council

Page 1 of 3 IF IN DOUBT CONTACT THE BUILDING SURVEYING TEAM Version 2.0 – 8th January 2013 © Sandwell MBC

Sample Locations	Property Address	1-6 Jackson House, Oldbury Green. B69 4JG						
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								
1ST FLOOR DRYING AREA INCINERATOR ROOM	UNIT AND FLUE PIPE CEMENT	-	SEALED	PRESUMED	CHRYSOTILE	NO	NO	
COMMUNAL WALLS	TEXTURED COATING	-	SEALED	DS 8512 / 001	NONE DETECTED	-	-	-
2ND FLOOR DRYING AREA	CEMENT FLUE PIPE	-	SEALED	PRESUMED	CHRYSOTILE	NO	NO	
2ND FLOOR COMMUNAL CEILINGS	CEMENT FLAT SHEET	-	SEALED	DS 835	CHRYSOTILE	NO	NO	

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

Term	Explanation
Photo's	These will usually be provided for the front elevation of the property to aid identification.
Sampled by	P402 trained surveyor.
Checked by	P402 trained surveyor who checks report prior to issuing.
Survey Report Type	Report type is determined by the type of work to be undertaken. The reader of this report must satisfy themselves that the scope of the survey is sufficient for the purpose of work being undertaken.
Refurbishment Survey	HSG 264 – Refurbishment & Demolition Survey. Surveying undertaken to all parts of the property presuming full decent homes refurbishment, which may include, New Kitchen, New Bathroom, Electrical Rewire, Re-roof, Full Heating System. Taking account of the complete structure of the property & archetype information available. This survey has been carried out without detailed knowledge of the works to be undertaken during refurbishment. Anyone using this report to support building works being undertaken to the property should ensure that the report is sufficient for the purposes of the building work being undertaken. The reader should be confident that the areas that are to be disturbed by the proposed work are included.
Management Survey	A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect 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.

Asbestos Survey	Property Address	7-12 JACKSON HOUSE OLDBURY GREEN B69 4JG		✓ Office use

Surveyed by	DEREK STILL	Date	06/03/2013	Checked by	Paul Arundel	Desktop Check	✓	Site Check	
				Date	07/03/2013				

Reason for request		HSG 264 - Survey Report Type	
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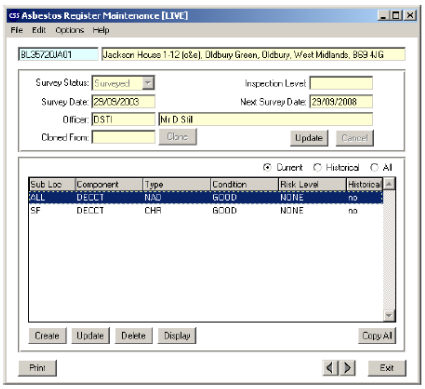
R & M Tenanted		No Existing SHAPE Data.	
Medical / Emergency - Heating Works		Existing SHAPE Data.	✓
Communal Areas	✓	Refurb Surveys Interrogated?	

Property Description

THREE STOREY MEDIUM RISE BLOCK

Year Built	1963



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Survey reviewed by John Davis 07/07/16
Survey revised by John Davis 04/07/22

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0121 569 5077

Asset Team – Investment Division
Operations & Development Centre
Roway Lane
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B69 3ES

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COMMUNAL WALLS	TEXTURE COATING	-	SEALED	DS 8512 / 001	NONE DETECTED	NO	NO	
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2ND FLOOR COMMUNAL CEILINGS	CEMENT FLAT SHEET	-	SEALED	DS 835	CHRYSOTILE	NO	NO	
FLAT 9 FRONT DOOR FRAME SEALANT	MASTIC	-	SEALED	JD 1492 / 001	NONE DETECTED	NO	NO	

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LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL
STAIR TREADS	VINYL	COMMUNAL FRONT AND REAR ENTRANCE DOOR FRAME SEALANTS	SILICONE		
FLOORING TO DRYING AREA	VINLY	FLATS 7 & 8 REAR DOOR FRAME SEALANTS	SILICONE		
METER CUPBOARD GROUND FLOOR BACK BOARD AND CEILING	SUPALUX	FLATS 7,11,12 FRONT DOOR FRAME SEALANTS	NO SEALANT		
SHED ROOF FELT	GREEN MINERAL	FLATS 8,10 FRONT DOOR FRAME SEALANTS	SILICONE		
MAIN ROOF SOFFIT	PLASTIC				

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