

Fire Risk Assessment

2 - 26

**Underhill Street,
Oldbury,
B69 4SJ**



Date Completed: 15/09/2025

Review Period: 3 years.

Officer: S. Henley 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

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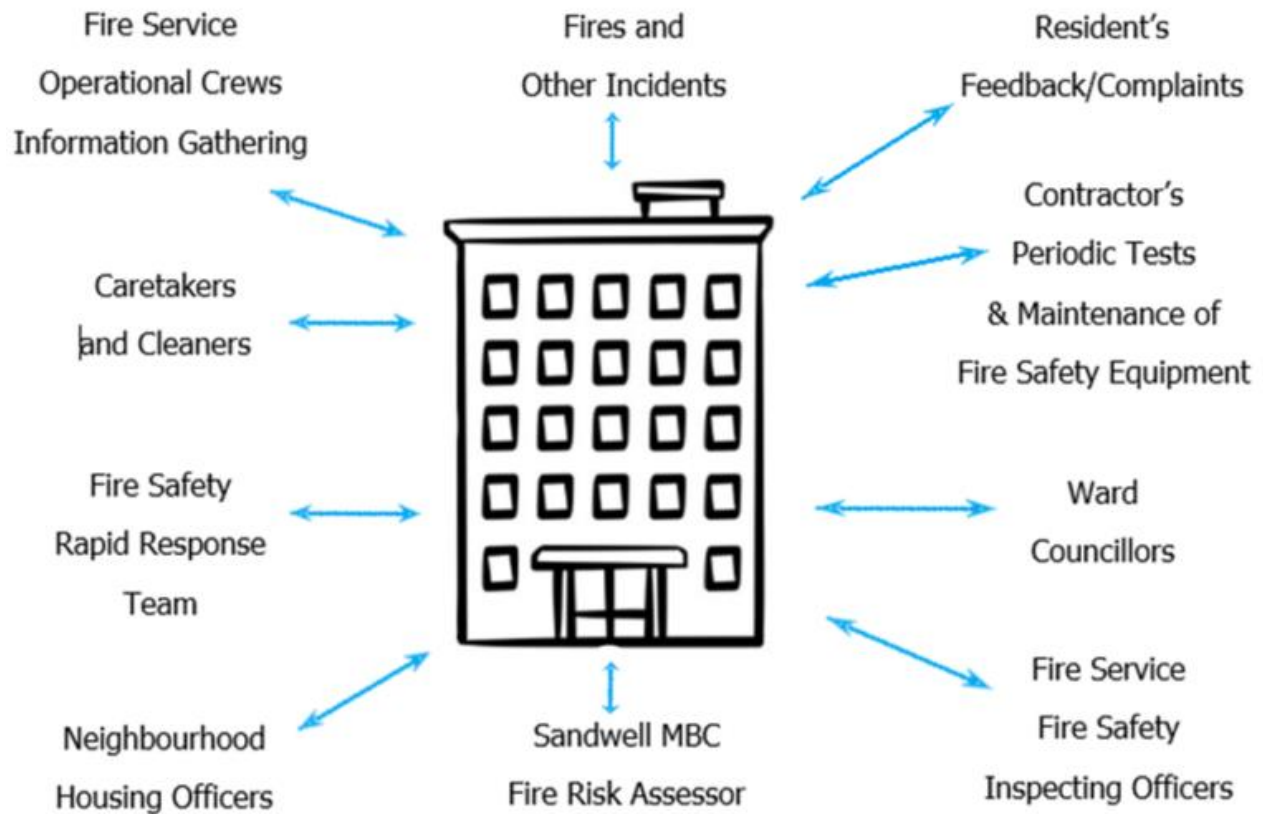
Introduction

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

This 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.

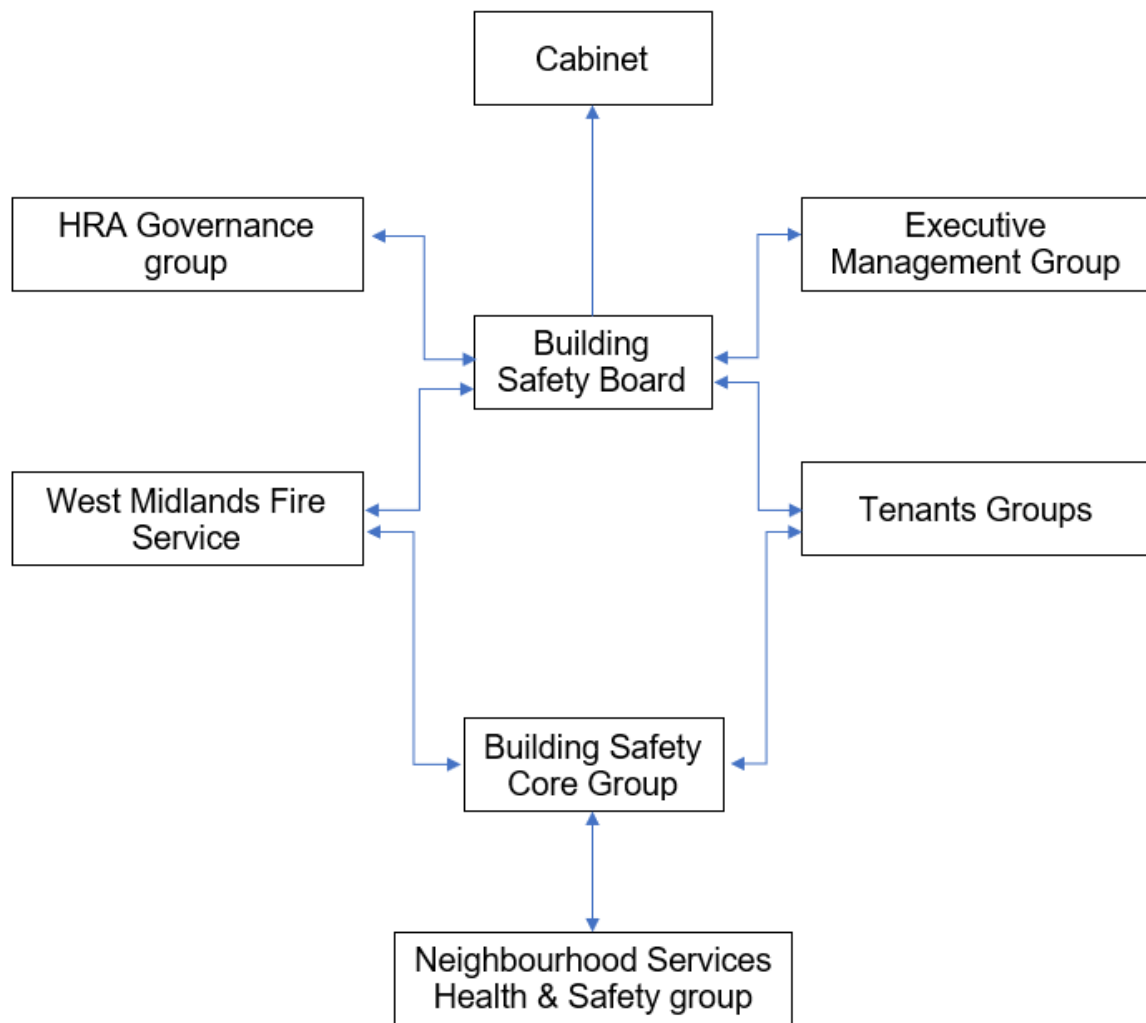
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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 a traditional brick cavity and concrete masonry construction	Trivial
Section 7	Means of Escape from Fire There is a single central staircase offering adequate means of escape with front and rear final exit doors. Each flat should be fitted with, at a minimum, an FD30 fire door equipped with a self-closing	Tolerable

	<p>device. Based on an external inspection, all doors appear to be composite.</p> <p>resident's items in the common area require removal</p> <p>Each flat seems to be fitted with an FD30s composite door including a self-closer, could not access all premises to check fully. A few doors were checked at the time of the Fire Risk Assessment</p> <ul style="list-style-type: none"> • Flat 6: Door not fully locking without assistance • Flat 16: Door not shutting correctly. <p>On each floor there is a none fire rated uPVC double glazed window leading from the bathroom. Low risk but recommend an upgrade in future refurbishments.</p>	
Section 8	<p>Fire Detection and Alarm Systems</p> <p>The flats have a fire detection system fitted to a minimum of an LD3 standard. No detection in communal areas.</p>	Trivial
Section 9	<p>Emergency Lighting</p> <p>The premises is two storey and does not have any emergency lighting</p>	Trivial
Section 10	<p>Compartmentation</p> <p>All service cupboards to communal landings are FD30 rated and lockable with budget locks and should include a fire door Keep locked sticker. The service cupboards in both blocks require intumescent strips and smoke seals installing.</p> <p>Each flat has access to a storage cupboard on the landing of the flat. Cupboards do not have</p>	Tolerable

	<p>fire rated doors but are kept locked by the resident.</p> <p>On the 1st floor of block 2-12 the loft hatch padlock hasps have had the screws removed. The screws need replacing. After inspection of the loft this area is clear.</p>	
Section 11	<p>Fire Fighting Equipment</p> <p>The premises have no provision for firefighting equipment.</p>	Trivial
Section 12	<p>Fire Signage</p> <p>There is sufficient Fire door keep shut signs & No Smoking signs in place.</p>	Trivial
Section 13	<p>Employee Training</p> <p>All staff receive basic fire safety awareness training.</p>	Trivial
Section 14	<p>Sources of Ignition</p> <p>The fixed electrical installation should be tested every 5 years. 03/03/2021 was the last EICR carried out</p>	Trivial
Section 15	<p>Waste Control</p> <p>Caretakers undertake regular checks and bins are stored away from the building.</p> <p>Refuse bins are store in the rear garden area in an open-air purpose-built brick-built structure. <i>Re-site these in future refurbishment program away from the building, added recommendation to observations.</i></p>	Trivial

Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
Section 17	Arson Prevention There is external lighting and the final exit doors have door entry systems installed. These systems are designed to fail safe i.e., door unlocked in the event of a power failure.	Trivial
Section 18	Storage Arrangements Residents have their own internal store cupboards on their own landing which are kept secure with their own locks. There are external brick-built storage sheds detached from the main building. These are locked with resident's keys. Residents should not store fuel or LPG Cylinders in their home or storage facilities. A number of garden items are being kept upon the external rear exit ramp of block 2-12. These items are to be relocated to keep the escape route clear.	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 ☐

Comments

Following a Type 1 Fire Risk Assessment at 2-12 & 16-24 Underhill Street, I conclude that the likelihood of a fire occurring is currently medium, prior to the implementation of the proposed action plan.

Considering the use of the premises and the profile of the occupants within the block, the potential consequences for life safety in the event of a fire are assessed as slight harm. This assessment is based on the presence of FD30s composite flat entrance doors throughout the building, the installation of smoke/heat detection systems to at least a minimum of LD3 in all flats, the availability of two final exit doors, and the adoption of a 'stay put' evacuation strategy unless an alternative fire strategy is specified.

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.

During the inspection of several flats, it was observed that a small number of entrance doors did not fully self-close without manual assistance. These doors will be scheduled for remedial works as part of the fire risk assessment findings. In addition, some issues relating to inappropriate storage within communal areas were noted and will also be addressed.

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

Upon completion of the recommended actions, the overall risk rating for the building is expected to reduce to trivial, subject to the full implementation of the measures outlined in this fire risk assessment.

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.

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

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

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

Section 3

Contact Details

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

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

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

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

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

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

Section 4

Description of Premises

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

2-12, 16-24
Underhill Street
Oldbury
B69 4SJ



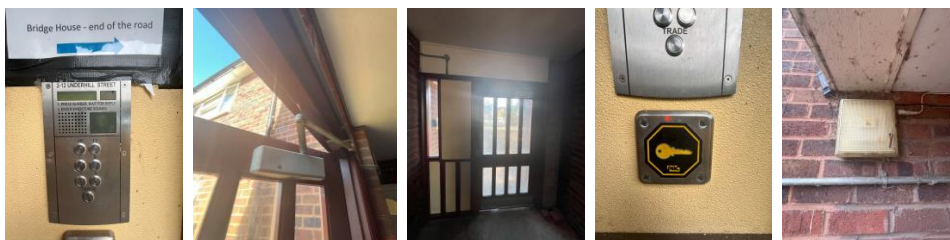
The building comprises two semi-detached blocks, each containing six flats, making a total of twelve dwellings, with an additional flat situated between these two blocks.



The entire structure is two storeys high, including the ground floor. Each floor hosts three dwellings, accessed via a single central concrete staircase. Between the two semi-detached units, there is a ground-floor flat, accessible through its own lockable porch door, which is a 50/50 uPVC and glass door with a side panel.

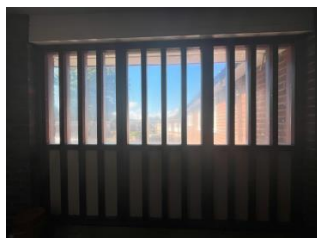
Externally, the building's façade is predominantly brickwork, complemented by timber soffits and fascia. The pitched roof is finished with Marley concrete interlocking tiles, offering durability and weather resistance. The structure was constructed using a traditional brick cavity wall and concrete build, dating back to 1958.

Access to each block is via separate block entrances, each fitted with timber doors. The front doors are equipped with electronic door entry systems, including a fob reader and a firefighter override switch, while the rear doors are secured solely with fob access. Both sets of doors are fitted with self-closers and are set back to shield from the elements. External lighting is positioned near both the front and rear doors to ensure safety and security during hours of darkness.



The communal areas are maintained and are kept free of flammable items at all times, with regular inspections conducted by caretaking and cleaning teams every day of the year.

Currently, there is no ventilation provided within these communal areas, it is recommended that ventilation be considered during future refurbishment programmes to enhance airflow and safety.



During the fire risk assessment, a sample of flats was inspected to confirm that these doors have not been tampered with and remain secure, see section 10/11. Each flat benefits from a storage cupboard situated next to the flats entrance door; however, these cupboards are not fitted with fire-rated doors but are kept securely locked.

Within each flat, smoke alarms are installed to a minimum of LD3 standards, providing early warning in the event of a fire. Additionally, each flat is equipped with a fire alarm control switch, allowing residents to test and silence the alarms. No emergency lighting has been installed in the blocks, as it is not required under regulation 3.41 of Approved Document B, Volume 1.

The enforcing authority is West Midlands Fire Service
Nearest Fire station is Oldbury fire station, which is 1 mile away.

High/Low Rise	Low-Rise
Number of Floors	2
Date of Construction	1958
Construction Type	Traditional brick & concrete
Last Refurbished	Unknown
External Cladding	None
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	Loft Hatch from Communal Lobby
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)

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 an acceptable level of fire risk.

- 1) The external surface of the building is predominantly brick structure with timber soffits and fascia. The roof is pitched and fitted with Marley concrete interlocking roof tiles are fitted on the roof.



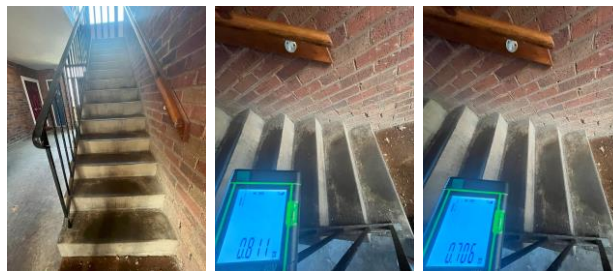
- 2) UPVC double glazed units have been installed to each flat. The front & rear doors are timber, within a timber frame. Side panels are also timber framed with glass panelling within the top section and spandrel panels in the lower. Recommend ventilation fitted in any future refurbishment program.



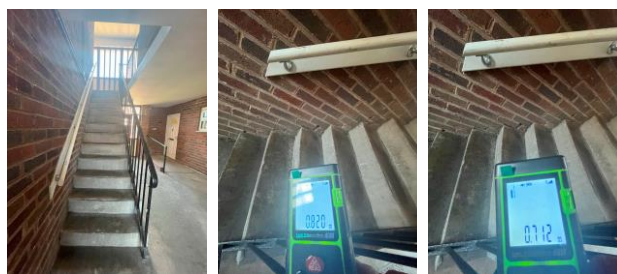
Section 7

Means of Escape from Fire

- 1) 2-12 Underhill Street: The first floor is accessed via a single staircase that provides a means of escape and has a width of 811mm reducing to 706mm between the handrails. The stairwell width has been reduced slightly due to added handrail, this reduction in width is unlikely to affect acceptable evacuation times.



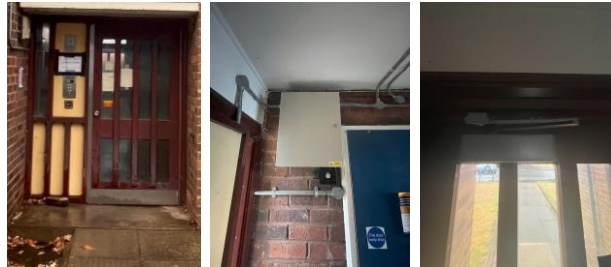
- 2) 16-26 Underhill Street: The first floor is accessed via a single staircase that provides a means of escape and has a width of 820mm reducing to 712mm between the handrails. The stairwell width has been reduced slightly due to added handrail, this reduction in width is unlikely to affect acceptable evacuation times.



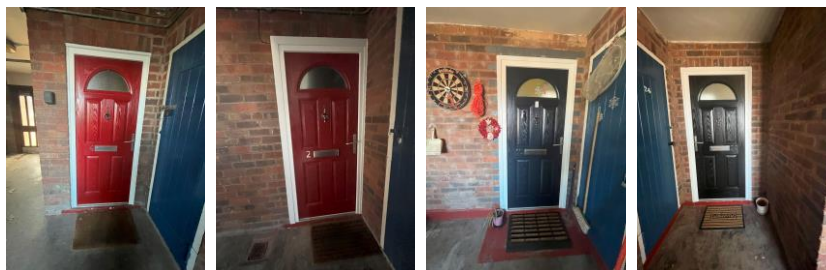
- 3) Corridors are at least 1050mm in width and are kept clear.



- 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 are fitted with automatic closing devices that are checked on a regular basis by caretaking teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s). The final exit doors have door entry systems installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.



- 6) Individual flat doors are FD30s rated composite doors sets. Access is gained to a sample of properties as part of the fire risk assessment to ensure the doors have not been tampered with. Flat numbers 6 and 16 were accessed at the time of the assessment and both doors need adjusting see section 10/11.
- 7) Several flats have door mats present at the entrances; the fire rating is not known on these door mats and are deemed to be low risk.



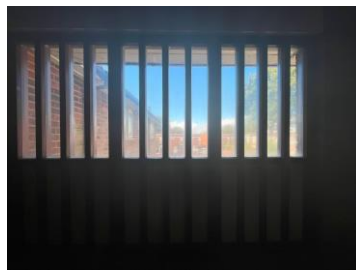
- 8) Within block 2-12 a number of flammable items and trip hazards were being kept within the communal areas.
- a) **Outside flat 6 and under the stairway, flammable items i.e. waste bin, cushions etc are being kept along with plant pots including plants. These items need to be removed from the common area.**
 - b) **On the 1st floor, outside flats 8, 10, and 12 a number of items are being stored i.e. aerosol, fridge freezer, wheelchair etc. These items need to be removed from the common area.**



- 9) All doors would have been fitted with self-closers at the time of installation.
- a) Flat 6 was inspected and the door does not shut without assistance.
 - b) **Flat 16 front door does not shut correctly, the small trigger is actuated to early prevent the door closing on its own (see attached pictures). Unable to inspect all flats at the time of the Fire Risk Assessment, so cannot say if they are all working correctly and still in place.**



- 10) There is no ventilation given within the communal areas. This is something to be looked at being added with future refurbishment programs.
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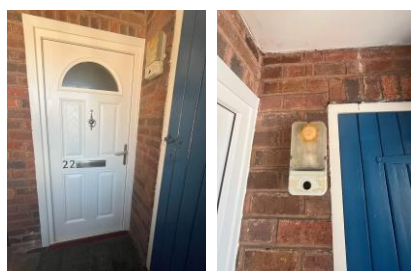


- 11) All cabling that runs through the communal area is encased within metal trunking.



- 12) 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.

- 13) Light unit fitted to the wall outside flat number 22 has heat damage. It is required to remove the light from the wall and notify resident.**



- 14) A number of garden items are being kept upon the external rear exit ramp of block 2-12. These items are to be removed to keep the escape route clear and free of flammable items.**



15) On the landings there is a non-fire rated window, as these are situated in the bathroom, they are low risk. It is required that, in future refurbishments, these windows are upgraded to fire rated units. See section 10/11



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 LD3, flats also have installed a fire alarm control switch to test and silence the alarm.
 - Flat 6: LD2
 - Flat 16: LD1 all rooms covered



For information

LD1 all rooms except wet rooms

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

LD3 Hallway only

- 3) There is no effective means for detecting an outbreak of fire to communal areas. The reason for this is:
 - I. Such systems may get vandalised.
 - II. False alarms would occur.
 - III. A Stay Put - Unless policy is in place

Section

9

Emergency Lighting

- 1) No emergency lighting is fitted within these blocks as it is not required under 3.41 of Approved Document B Volume 1.
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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.

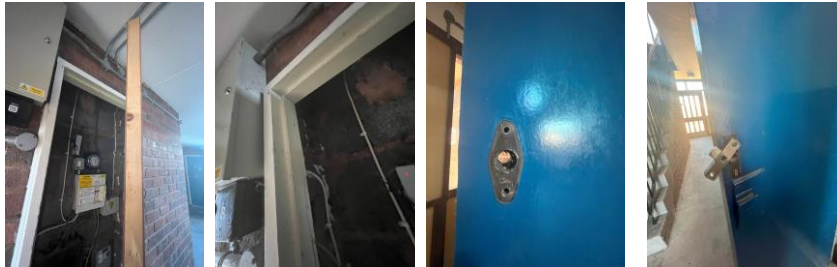
The survey undertaken as part of this risk assessment should not be construed as a full compartmentation survey of the building.

- 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) 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.
- 5) A variety of methods / materials have been used to achieve fire-stopping such as intumescent mastic around cable penetrations.
- 6) The front and rear doors are 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).



7) All service cupboards to communal landings are FD30 rated and lockable with budget locks and should include a "Fire door Keep locked" signage.

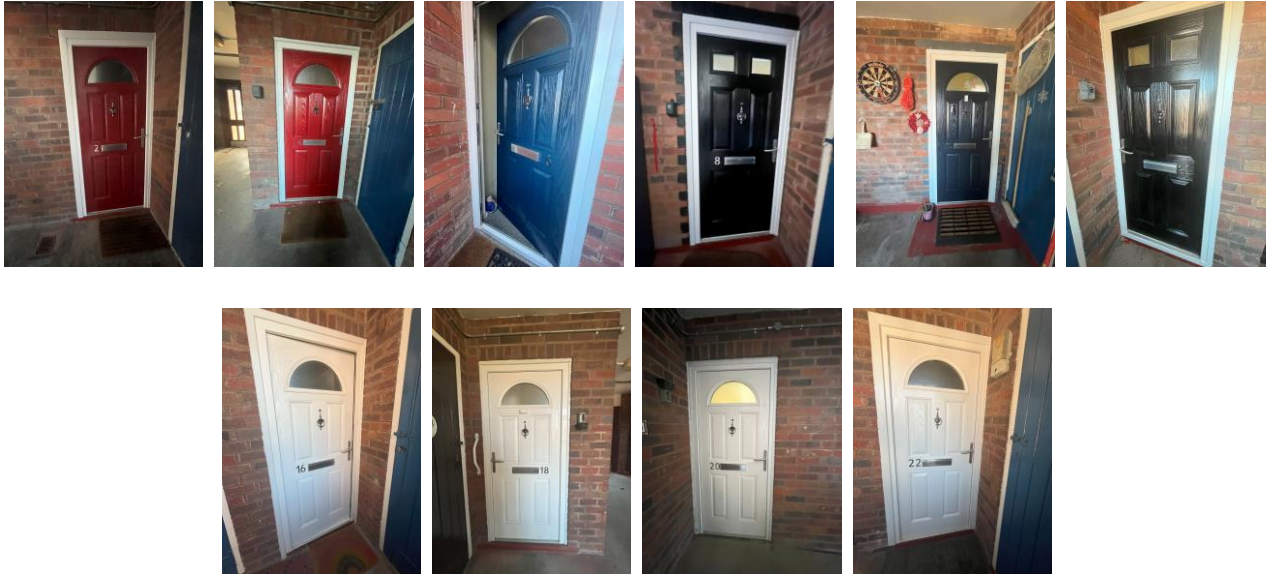
- a) **Service cupboard in block 2-12 requires fire stopping or replacement door due to hole where an old lock has been removed. Service cupboard door requires intumescent strips and smoke seals fitting.**
- b) **Service cupboard in block 16-26 requires replacement lock due to damage and the door not closing.**



8) Each flat has access to a storage cupboard situated next to the property's door. Cupboards do not have fire rated doors but are kept locked



9) Individual flat doors are FD30s rated composite fire door construction.



10) On the first floor of each block there is a loft hatch. This is kept padlocked at all times.

Within block 2-12 the screws had been removed from the hasp, leaving the loft accessible. The loft space was accessed and was clear at the time of the Fire Risk Assessment.



11) On each landing there is none-fire rated uPVC double glazed window from the flat to the communal area. This is low risk as it accesses the bathroom. It is recommended to replace to a fire rated unit in future refurbishments.



Section 11

Fire Fighting Equipment

- 1) There is no firefighting equipment on this premises.
- 2) Two fire hydrants are situated close to the block. See the plan below for the hydrant location.



Section 12

Fire Signage

- 1) Signage on the service cupboard door require changing from “Fire Door Keep Shut” to “Fire Door Keep Locked”.
 - a) Block 2-12 replace existing signage on service cupboard for ‘Fire Door Keep Locked’
 - b) Block 16-26 replace existing signage on service cupboard for ‘Fire Door Keep Locked’



- 2) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.

Replace smoke free England signage on both blocks at the front and rear of the premise due to damage and fading. 4 signs in total



Front 2-12



Rear 2-12



Front 16-26



Rear 16-26

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 03/03/2021.

Electrical Installation Condition Report (EICR)

Part 1: Details of the Contract, Client and Installation

Details of the Contractor: Registered No. 123456, Name: J. Smith, Address: 123 High Street, London, EC1A 1AA, Telephone: 020 1234 5678, Fax: 020 1234 5679, Mobile: 07700 123456, Email: j.smith@electric.co.uk

Details of the Client: Registered No. 123456, Name: J. Smith, Address: 123 High Street, London, EC1A 1AA, Telephone: 020 1234 5678, Fax: 020 1234 5679, Mobile: 07700 123456, Email: j.smith@electric.co.uk

Details of the Installation: Location: 123 High Street, London, EC1A 1AA, Address: 123 High Street, London, EC1A 1AA, Telephone: 020 1234 5678, Fax: 020 1234 5679, Mobile: 07700 123456, Email: j.smith@electric.co.uk

Part 2: Purpose of the Report

Report to be completed by the contractor to provide a written statement of the condition of the installation and to provide advice on the remedial action to be taken.

Part 3: Summary of the Condition of the Installation

Overall condition of the installation is: **Satisfactory**

Part 4: Declaration

I, the contractor, declare that the installation has been inspected and tested in accordance with the requirements of the Electricity Regulations 2018 and that the installation is in a satisfactory condition.

Reviewed by the Registered Qualified Supervisor for the Approved Contractor: Name: J. Smith, Date: 03/03/2021

- 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 FD30 fire rated doors. All cupboards are free from any combustibles. Service cupboards require upgrade see Section 10/7



Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse bins are stored in the rear garden area in an open-air purpose-built brick-built structure. Recommend this is relocated in future refurbishment program away from the building, added this to observations. Bins are emptied with the regular SMBC refuse collections.



- 3) '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.



- 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.

Section 18

Storage Arrangements

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

Section 19

Additional Control Measures. Fire Risk Assessment - 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:

Underhill Street 2-26

Date of Action Plan:

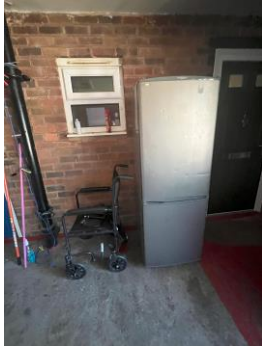


19/09/2025

Review Date:


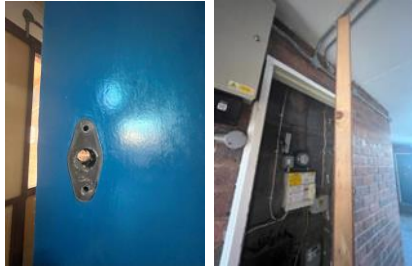
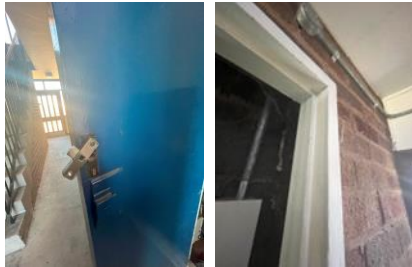
<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/8a	Remove items being stored by flat 6. Communal area to be kept free of flammable items		P2	Within 1-3 months Housing Manager	




Fire Risk Assessment

7/8b	Block 2-12 first floor remove items on the landing ie fridge freezer, wheel chair etc		P2	Within 1-3 months Housing Manager	
7/9a	Flat 6: Adjust door. Door does not close without assistance		P2	Within 1-3 months Fire Rapid Response	
7/9b	Flat 16: Re-adjust door: Door bolt engages before closing. Trigger plate maybe bent		P3	Within 3-6 months Fire Rapid Response	

Fire Risk Assessment

7/13	Remove light unit. Heat damage to light outside flat 22.		P2	Within 1-3 months Electrical Team	
10/7a	Block 2-12: fire stop the hole in door with intumescent filler		P2	Within 1-3 months Fire Rapid Response	
10/7b	Block 16-26: Replace lock due to damage. Fit intumescent strips and smoke seal.		P3	Within 3-6 months Fire Rapid Response	

Fire Risk Assessment

10/10	Block 2-12 1 st floor Replace hasp with the likes of screw eyes and lock to prevent removal, after screws have been removed from hasp.		P2	Within 1-3 months Fire Rapid Response	
12/1a	Block 2-12 replace existing signage on service cupboard for 'Fire Door Keep Locked'		P2	Within 1-3 months Fire Rapid Response	
12/1b	Block 16-26 replace existing signage on service cupboard for 'Fire Door Keep Locked'		P2	Within 1-3 months Fire Rapid Response	

Fire Risk Assessment



12/2	Replace x4 smokefree England signage on the front and rear of both blocks (2-12 & 16-26)		P3	Within 3-6 months Fire Rapid Response	
7/14	Block 2-12: Relocate items from off and around the walkway to keep the escape route clear.		P2	Within 1-3 months Housing Manager	

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).

- There is no ventilation within upper windows of the communal parts of each block. Recommend the installation of ventilation in future improvement works (Section 7/10)
- The refuse bins stored at the rear of the premises are next to the building. It is recommended that bin storage area is installed away from the main building in future improvement works. (Section 15)
- On each floor is a non-fire rated window to a flat bathroom. Recommend the replacement of these with fire rated glass in future. (Section 10/11)

Signed

	Fire Risk Assessor	Date: 19 September 2025
	Building Safety Manager	Date: 19 September 2025

Appendix 1

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


Name of property: 2-26 Underhill Street

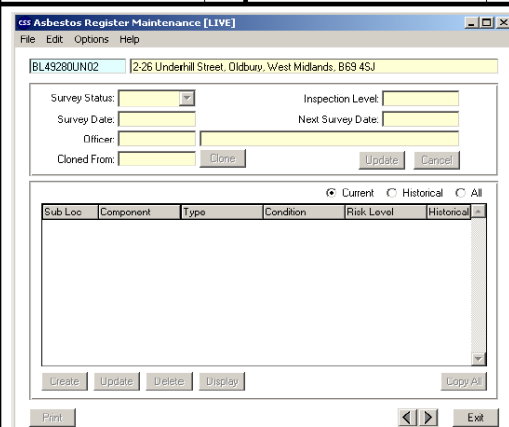
Updated: 04/07/22.

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		2-26 Underhill Street, Oldbury. B69 4SJ				✓ Office use			
Surveyed by		S.Harrison		Date		12/03/14		Checked by		DEREK STILL	
								Desktop Check		✓	
								Site Check			
Reason for request		HSG 264 - Survey Report Type		Date		22/05/2020					
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		2 STOREY LOW RISE BLOCK	
								Year Built		1958	




Notes / including details of similar property surveys completed.

No access to tenant's landing store cupboards.

****Survey revised by John Davis 12/07/16****

Survey revised by John Davis 04/07/22

Building Surveyors
0121 569 5077



Sandwell
Metropolitan Borough Council

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

Fire Risk Assessment

Sample Locations		Property Address	2-26 Underhill Street, Oldbury, B69 4SJ					
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled?	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
NO SUSPECTED ACM'S OBSERVED DURING SURVEY								
D.P.C.	BITUMEN	-	SEALED	-	NOT SAMPLED	-	-	PLEASE REQUEST SAMPLE IF TO BE DISTURBED
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			
1 ST FLOOR DECK/FLOOR	CONCRETE	GROUND FLOOR ELECTRICAL CUPBOARD – BACK BOARD TO ELECTRICAL EQUIPMENT	PLYWOOD					
1 ST FLOOR CEILING	PLASTERBOARD	MAIN ROOF SOFFIT	TIMBER					
MAIN ENTRANCE COMBI-FRAME – TRANSOM	PLYWOOD							
COMMUNAL LANDING – PIPE	METAL	FRONT DOOR FRAME SEALANT TO FLATS 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26	SILICONE					
1 ST FLOOR – LANDING WINDOW TRANSOM	TIMBER							

ABOUT THE REPORT – PLEASE READ

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

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

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

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

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

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