

# **Fire Risk Assessment**

## **Arden Grove**

### **55-69**



**Arden Grove, Oldbury**  
**B69 4SU**

**Date Completed:** 1<sup>st</sup> September 2025

**Officer:** M Zafeer **Fire Risk Assessor**

**Checked By:** Louis Conway **Building Safety Manager**

**Current Risk Rating = Tolerable**

## Subsequent reviews

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

## Contents

<a href="#">Section 0</a>	Introduction	
<a href="#">Section 1</a>	Significant Findings (executive summary)	
<a href="#">Section 2</a>	People at Significant Risk of Fire	
<a href="#">Section 3</a>	Contact Details	
<a href="#">Section 4</a>	Description of Premises	
<a href="#">Section 5</a>	Building Plan	
<a href="#">Section 6</a>	External Envelope	
<a href="#">Section 7</a>	Means of Escape from Fire	
<a href="#">Section 8</a>	Fire Detection and Alarm Systems	
<a href="#">Section 9</a>	Emergency Lighting	
<a href="#">Section 10</a>	Compartmentation	
<a href="#">Section 11</a>	Fire Fighting Equipment	
<a href="#">Section 12</a>	Fire Signage	
<a href="#">Section 13</a>	Employee Training	
<a href="#">Section 14</a>	Sources of Ignition	
<a href="#">Section 15</a>	Waste Control	
<a href="#">Section 16</a>	Control and Supervision of Contractors and Visitors	
<a href="#">Section 17</a>	Arson Prevention	
<a href="#">Section 18</a>	Storage Arrangements	
<a href="#">Section 19</a>	Additional Control Measures. Fire Risk Assessment – Action Plan	
<a href="#">Appendix 1</a>	Significant Hazards on Site and Information to be provided for the Fire Service	

## Section 0

## Introduction

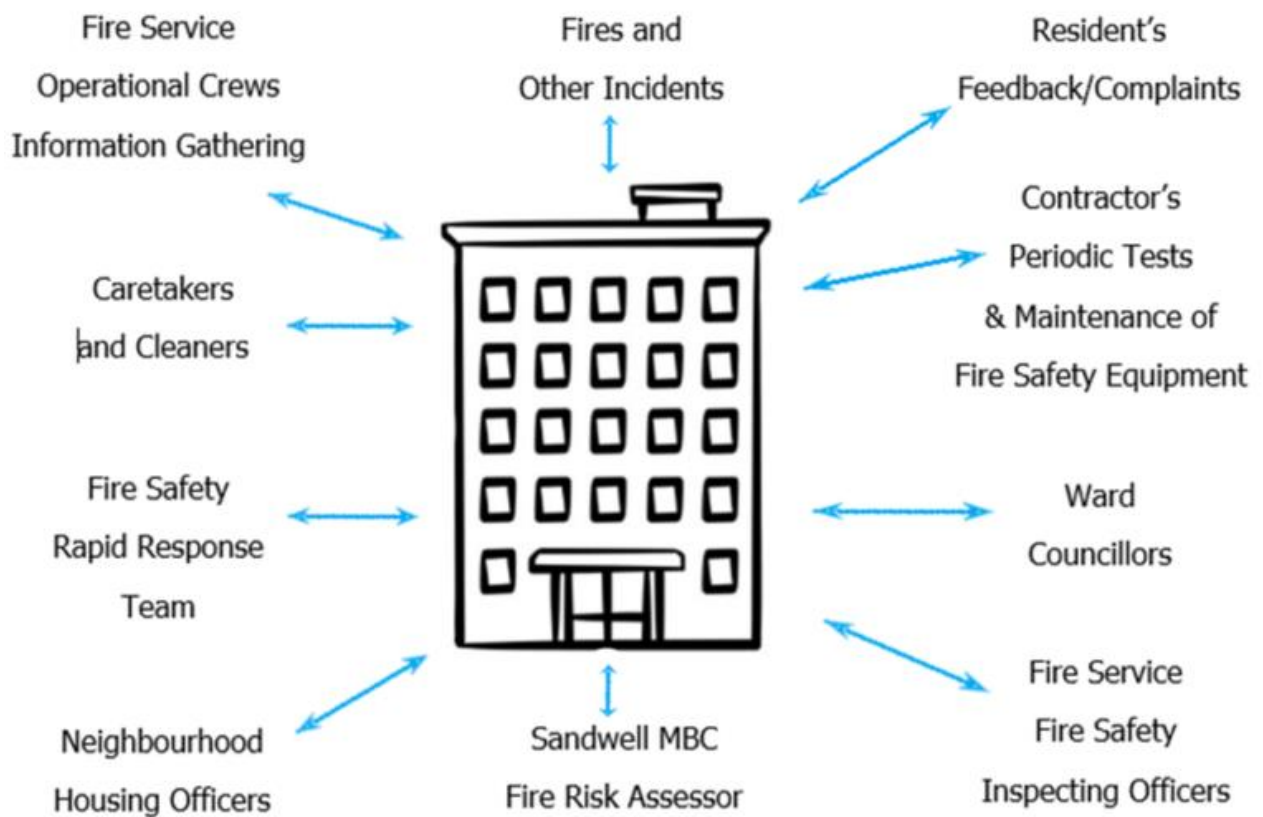
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The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment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

This Type 1 fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>. In the first instance however, we would be grateful if you could contact us directly via [https://www.sandwell.gov.uk/info/200195/contact\\_the\\_council/283/feedb ack\\_and\\_complaints](https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feedback_and_complaints) or by phone on 0121 569 6000.

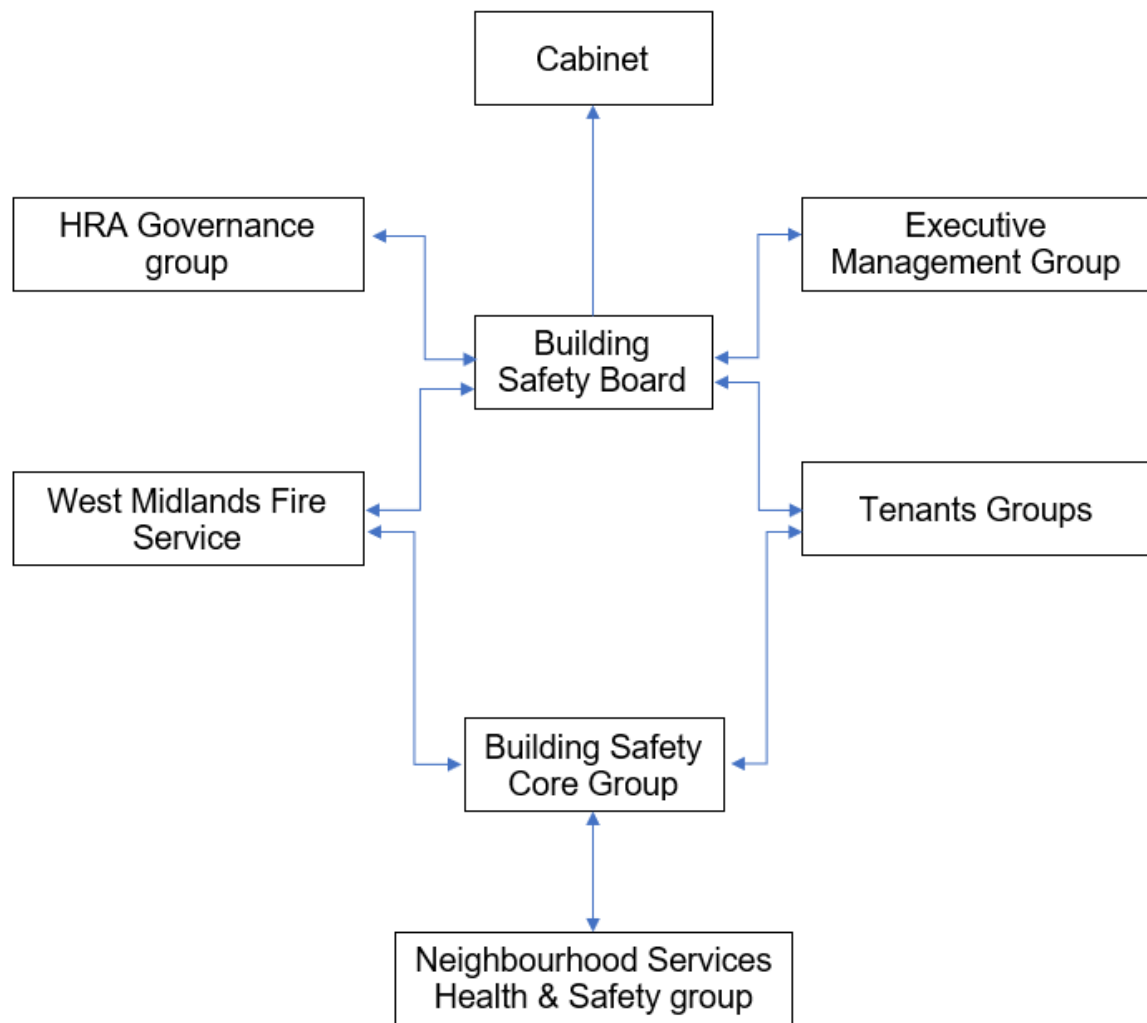
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and become the current fire risk assessment. The previous fire risk assessment will be retained in the building safety case for that building.

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



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

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



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 to comply with the RR(FS)O 2005.

Groups of people especially at risk of fire include such people as remote or lone workers, at risk due to layout of the building, visitors and contractors unfamiliar with the building layout as well as those with physical, sensory or mental health issues.

A third requirement that under the order must be recorded is the fire safety arrangements. This is the effective planning, organisation, control, monitoring and review of the preventive and protective measures. These are shown in the introduction.

### **Significant findings**

*Include a brief summary of protective and preventative measures where relevant along with any issues found.*

The escape strategy is '**Stay Put Unless**'. This means in the event of a fire in your flat you should evacuate. If there is a fire elsewhere in the building, you should stay put unless you are affected by fire or smoke.

Section number	Section Area	Individual Risk Level
<a href="#">Section 6</a>	<b>External Envelope</b>  Block is constructed out of brick with UPVC Facias near the roof line, concrete roof tiles are installed for the roof.  Front entrance is of timber construction with Georgian Wired Glass side panel.  Pitched type roof.  The block has UPVC windows units installed to the flats.	Trivial

	Firefighters' information box installed on the wall near the front entrance.	
<a href="#">Section 7</a>	<b>Means of Escape from Fire</b>  Metal Trunking installed across ceiling routing from meter cupboard and supplying flats within the block.	Trivial
<a href="#">Section 8</a>	<b>Fire Detection and Alarm Systems</b>  No detection in communal areas.  Previous fire alarm panel and call points have been removed from communal area.  Individual flats are fitted with hardwired smoke detection to an LD3 standard minimum.  Flats checked for detection. Flat 63 and 69- Hallway and lounge- LD2	Trivial
<a href="#">Section 9</a>	<b>Emergency Lighting</b>  The premise has emergency lighting to communal landings / stairs and electrical room in accordance with BS 5266 with test switch located in the electrical cupboard on the ground floor.	Trivial

<a href="#">Section 10</a>	<p><b>Compartmentation</b></p> <p>The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire.</p> <p>FD30s doors are installed to maintain compartmentation between stairwell and resident's flats.</p> <ul style="list-style-type: none"> <li>• Flat 63, door closure needs adjustment, door will not shut into frame</li> <li>• Flat 69, door frame slightly damaged, smoke seal worn down, missing in one section.</li> <li>• Lift motor shaft on the first floor, plasterboard section has been cut out above motor, electrical cabling and mechanics.</li> </ul>	<p>Tolerable</p>
<a href="#">Section 11</a>	<p><b>Fire Fighting Equipment</b></p> <p>The premises have no provision for firefighting equipment.</p>	<p>Trivial</p>
<a href="#">Section 12</a>	<p><b>Fire Signage</b></p> <p>There is sufficient Fire door keep shut signs &amp; No Smoking signs in place.</p>	<p>Trivial</p>
<a href="#">Section 13</a>	<p><b>Employee Training</b></p> <p>All staff receive basic fire safety awareness training.</p>	<p>Trivial</p>

<a href="#">Section 14</a>	<b>Sources of Ignition</b>  EICR carried out 07/08/2025  Electrical cupboard is free of combustibles.	Trivial
<a href="#">Section 15</a>	<b>Waste Control</b>  Caretakers undertake regular checks and bins are stored away from the building.  Refuse bin is stored in allocated refuse cupboard with external access.	Trivial
<a href="#">Section 16</a>	<b>Control and Supervision of Contractors and Visitors</b>  Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
<a href="#">Section 17</a>	<b>Arson Prevention</b>  There is external lighting, and a door entry system prevents unauthorised access.	Trivial
<a href="#">Section 18</a>	<b>Storage Arrangements</b>  There are no storage cupboards for residents at this block.	Trivial

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### Risk Level Indicator

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

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

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

Low ☐      Medium ☒      High ☐

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

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

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

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

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

Slight Harm ☒    Moderate Harm ☐    Extreme Harm ☐

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

**Slight harm**

Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

**Moderate harm**

Outbreak of fire could foreseeably result in injury including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

**Extreme harm**

Significant potential for serious injury or death of one or more occupants.

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

Trivial ☐    Tolerable ☒    Moderate ☐    Substantial ☐    Intolerable ☐

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## Comments

After carrying out a Type 1 fire risk assessment on Arden Grove, in my conclusion, the likelihood of a fire is of a medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment.

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm. This is because, all flats have FD30s composite front entrance door, there is also sufficient compartmentation between the flats and staircase with the installation of FD30s doors within the communal areas, smoke detection to a minimum standard of LD3 installed in all flats, two final exit doors and a stay put unless fire strategy is in place.

One area of noticeable concern will be within the lift motor shaft on the first floor. Compartmentation above the motor, electricals and mechanics is incomplete, no access could be gained due to the size of the area to check for adequate fire stopping above within the roof void. This will need further investigation.

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

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

*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 risk.*

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. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

***(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)***

## Section

# 2

## People at Significant Risk of Fire

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Persons at significant risk of fire does not just refer to those people with physical, sensory or mental health issues. It also includes those at risk due to the layout or features of the building such as inner rooms or dead-end conditions. Persons may also be at risk due to remote or lone working.

The RR(FS)O requires that these people are identified in any fire risk assessment.

Sandwell Council 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.

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## Section 3

### Contact Details

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

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

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

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

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

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

## Section 4

### Description of Premises

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55-69 Arden Grove  
Oldbury  
B69 4SU

#### Description of the Property

Arden Grove is a low-rise block that was constructed in 1984.

The block consists of 2 storeys (inclusive of the ground floor) with each floor accommodating 4 flats. The roof is of a pitched design with concrete roof tiles.



Both the front and rear entrances are accessed via fob readers, with the front entrance additionally featuring a firefighter override switch. Both doors are timber-framed, with Georgian wired glass fitted to the front and rear doors, while the side pane of the rear door is made of frosted double-glazed glass.



Front entrance with door access.

Rear Entrance with door access

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Front and rear entrance with GWG and standard glazing



Front and rear firefighters Override Switch.

The refuse Shute cupboard is located next to the front entrance door.



Externally the building has a timber fenced perimeter with a courtyard to the side of the premises.



Nearest Fire station is Oldbury fire station, which is 1.0miles.

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.

The building equipped with a residential lift that serves ground and first floor.

High/Low Rise	Low-Rise
Number of Floors	2
Date of Construction	1984
Construction Type	Traditional Cavity Construction
Last Refurbished	Unknown
External Cladding	Non
Number of Lifts	1
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	This has been removed since the last FRA.
Refuse Chute	1
Access to Roof	No
Equipment on roof (e.g. mobile phone station etc)	No

### **Persons at Risk**

Residents / Occupants of 8 flats

Visitors,

Sandwell MBC employees,

Contractors,

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

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

## Section 5

### Building Plan



## Section 6

### External envelope

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

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

- 1) The external surface of the building is a traditional brick build with UPVC units fitted to each flat. The roof is pitched with concrete roof tiles.



Front Elevation



Rear Elevation



Front & Side Elevation

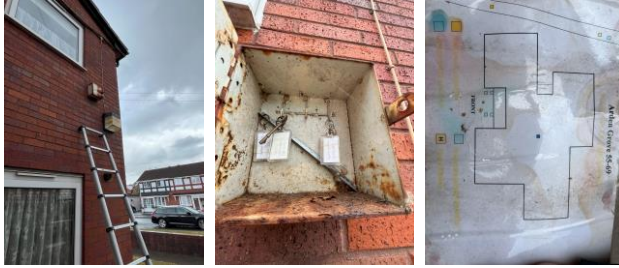
- 2) UPVC double glazed units have been installed to each and to communal staircase and landing. Both front and rear entrances have canopies over the front which are cladded with timber panels on the front, the roof is covered in felt, there is also timber cladding above and below the 2 UPVC window units on the front and rear of the building.



UPVC units to front and rear communal staircase and timber cladding.

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- 3) There is a firefighters information box installed on the outer wall near the front entrance. The box contains a plan of the building, keys for the lift motor room and MEB/ electrical room.



- 5) Even though the roof is pitched to one end, there is no access internally to the roof. The roof is installed with skylights in the communal corridor and landing.



## Section 7

## Means of Escape from Fire

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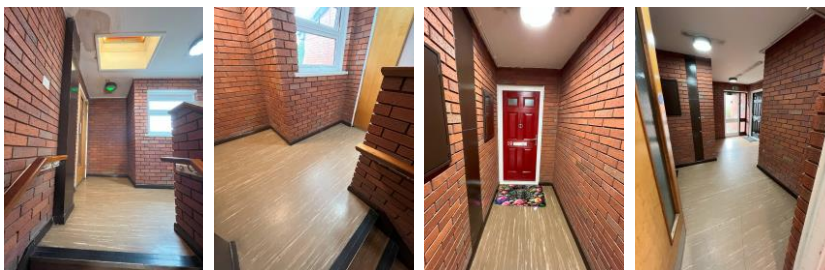
- 1) Each flat is equipped with, as a minimum LD3 fire detection to facilitate means of escape and provide sufficient response time.
- 2) The means of escape is a staircase separated by FD30s doors providing good compartmentation for the construction over 2 floors. (Including the ground floor. These doors separate the flat front door entrances from the communal staircases. All internal walls are of exposed brickwork with no coverings applied.



Ground floor

1<sup>st</sup> floor

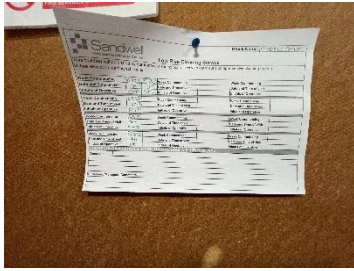
- 3) All corridors are of adequate width and are kept clear to promote and maintain safe exit in an event of fire.



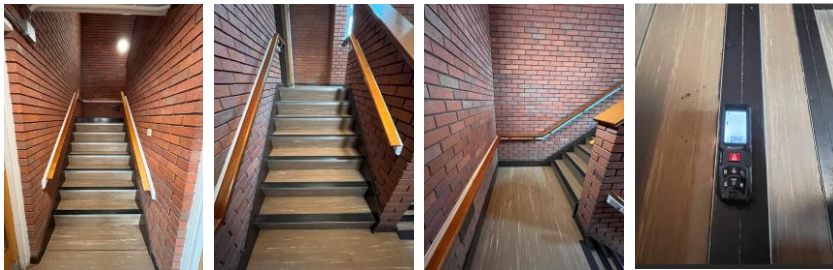
1<sup>st</sup> floor.

Ground floor.

- 4) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.
-



- 6) The premises consists of a single staircase that provides sufficient means of escape, this is located as you enter the building, this has been measured 942mm in width from handrail to handrail, as the handrails are more than 100mm (4 inch) away from the wall, the measurement are taken from rail to rail.

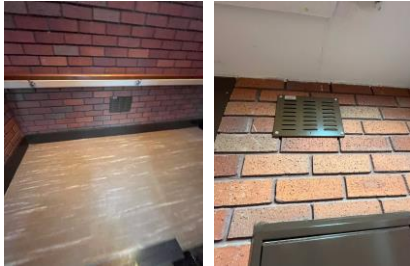


Ground to 1<sup>st</sup> floor

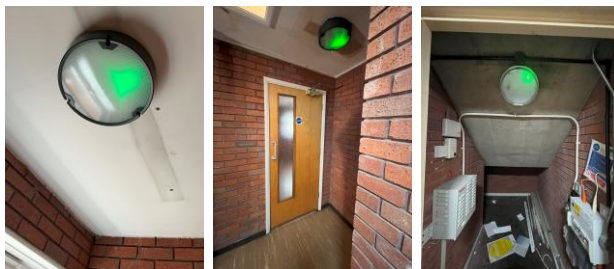
- 7) On communal landings, the block has a set of UPVC windows, these windows can be opened without the use of a key, these also allow sufficient airflow. There is no automatic smoke ventilation system installed in this premises.



- 8) There is Envirgraf ventilation covers installed at various points within the building. These are located on the landing of the staircase and in the communal landing on the 1<sup>st</sup> floor.



- 9) Emergency lighting is installed throughout the building. There are units installed on the ground floor near the entrance and on the 1<sup>st</sup> floor on the landing, there is also one unit installed in the MEB room on the ground floor.

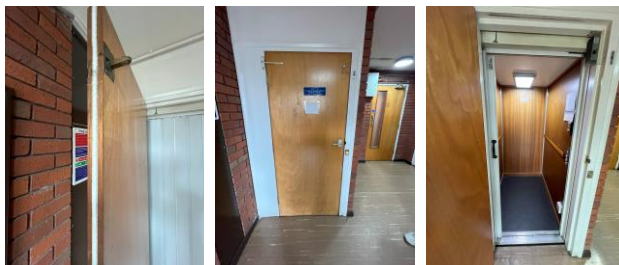


Ground

First

MEB Room

- 10) On the ground floor, adjacent to the front exit door is access to a residential lift, this is secured by means of a FD30s timber fire door, behind this door is a sliding door that allows access to the lift. There is a firefighters override access switch; the key is kept in the firefighter's box located on the wall outside the front entrance.





Fire fighters override switch

- 11) On the ground floor communal area, there is a door access power supply that is secured on the wall within a secured metal unit.



- 12) The final exit doors have door handle exit systems installed. These doors are checked on regular bases by the Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).



Front door & Rear door exits, handle to exit

- 13) There is a clear and safe exit out of the building via the two-ground floor exits.



Front final & Rear final exit.

## Section 8

# Fire Detection and Alarm Systems

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- 1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats the equipment is subjected to a cyclical test.
- 2) A communal fire alarm panel that was previously installed in the lobby area and call points throughout the communal areas of the building have been decommissioned and removed since the last FRA.
- 3) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD3 Standard.

Flat 63 and 69 sampled, both have detection in hallway and lounge making it a LD2 Systems.



- 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

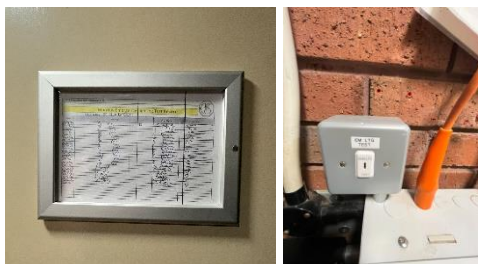
- 1) The premises have a sufficient emergency / escape lighting system in accordance with BS 5266.
- 2) Emergency lights are serviced through City Fire.



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

Job Details		
<b>Job ID</b> 175709 <b>Job Order Number</b> SMBC_16589521 <b>Client ID</b> 25 <b>Site ID</b> 8,548	<b>Client Name</b> Dodd Group (Midlands) Limited <b>Details Of Client</b> Dodd Group Ltd Stafford Park 13 <b>Client Postcode</b> TF3 3AZ	<b>Site Name</b> 55-69 ARDEN GROVE <b>Site Address</b>  <b>Site Post Code</b>
System Details		
<b>Manufacturer</b> Kosnic	<b>Number of Fittings Onsite</b> 9	
Inspections and Tests		
<b>Type of inspection</b> MONTHLY <b>All luminaires and/or signs are functioning correctly</b> PASS Each luminaire has been checked to ensure that the normal supply has been restored <b>YES</b> All luminaires have been externally visually examined <b>YES</b>	<b>Any luminaires having a repair has been internally cleaned</b> NO <b>A visual check of the fixed wiring installation has been carried out</b> YES <b>Has any alteration to the building structure or layout affected the effectiveness of the emergency lighting system</b> NO	<b>Are all luminaires labelled</b> YES <b>Log book completed</b> YES <b>Comments</b> All passed
Sign Off Area		
<b>NAME OF ENGINEER</b> James anderton	<b>New Signature</b> 	<b>New Date</b> 29/07/2025
Photos		
Photo Attachments	Photo Attachments	Photo Attachments
Photo Attachments	Photo Attachments	Photo Attachments

- 3) Emergency lights are also checked and tested monthly by Sandwell MBC in house electrical team. Emergency light test switch is in the electrical cupboard on the ground floor.



## Section 10

### Compartmentation

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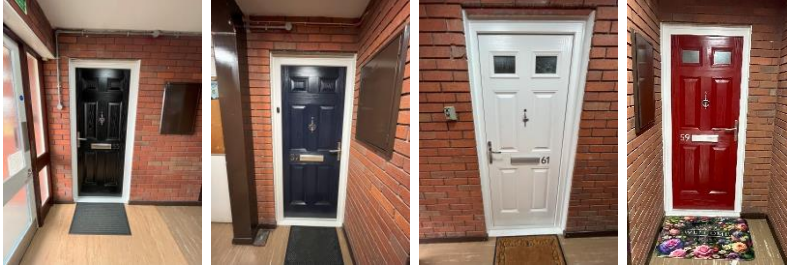
A visual inspection of the accessible areas was undertaken as part of the assessment, but areas with restricted access, i.e., false ceilings and void areas, were only inspected where readily accessible. The survey undertaken as part of this risk assessment should not be construed as a full compartmentation survey of the building. From a visual inspection carried out at the time of the inspection.

- 1) The walls and floors are designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats and stairwells. Flat entrance doors are 30-minute notional fire doors, including those in 1-hour rated walls.
- 2) Stairwell is compartmented from flat entrance front doors by means of FD30s timber fire doors, provisions are in place to limit any potential risks in the communal area. The limit of combustibles and ignition sources are of a low level, alongside the use of FD30s fire rated fire doors to individual flat entrances, any service cupboards and with sufficient fire stopping, provides acceptable compartmentation between the communal area, flats and service cupboards.
- 3) There is a cyclical programme to ensure fire stopping as not been compromised by third parties e.g. contractors and where applicable enhance the fire stopping.
- 4) Electrical cupboard on the ground floor is fitted with FD30s timber fire door and is secured with the use of a 54 key.

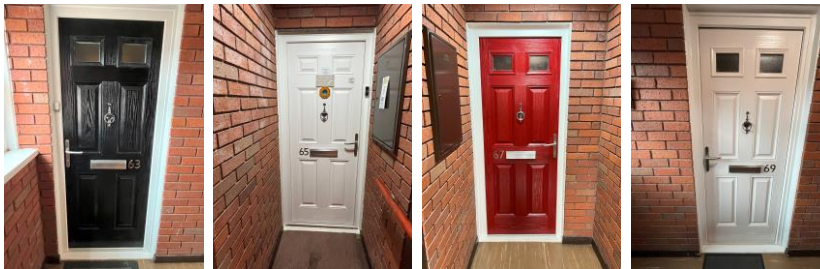


- 5) A variety of methods and materials have been used to achieve fire-stopping including Rockwool and intumescent pillows where needed.
-

5) All individual flats are installed with composite FD30s rated doors.



Ground floor flats 55,57,59,61



1<sup>st</sup> floor flats 63,65,67,69

**6) Flat 63 was accessed for condition of door closure and smoke seals, from the recommended 15 degree door opening test, the door did not auto close into the frame, this will need to be adjusted. The smoke seals were intact.**



- 7) Flat 69 was accessed to check function of door closure and condition of smoke seals. Door closed as it should from the recommended 15-degree door closure test. Smoke seal is partly missing from door frame; door frame is also damaged partially.**



- 8) Flat 61 has a cracked pane of glass in the upper right-hand corner of the door.**



- 9) Within the lift motor shaft on the first floor, there are sections of plasterboard that have been cut out over the motor, electrical cables and mechanical lift system, the size of this cut out is aproxiametly 1000mm x500mm, could not be for certain if there is rockwool above this section due to restricted access. As this building has a roof void this will require further investigation.**



- 10) Throughout the building where previous lighting units were fitted to the ceiling; exposed screw holes need fire stopping.**



## Section 11

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## Fire Fighting Equipment

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

## Section 12

### Fire Signage

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- 1) Fire door keep shut signs are displayed where appropriate. All communal doors to landings have the keep door shut signage, MEB cupboard has a keep locked sign.



Communal doors to landings and MEB cupboard.

- 2) Fire Action Notices are not displayed throughout the building.



- 3) Yellow LPG warning signs are not displayed within the block. [refer to section 18](#).
- 4) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.

## **Section 13**

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

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- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking teams are not currently trained in the effective use of fire extinguishers. Caretaking teams are not expected to tackle fires in this area.
- 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) Other portable electrical equipment as used by residents in communal areas is also subject to periodic PAT testing.
- 5) The fixed electrical installation shall be tested every 5 years. EICR has been carried on the 07/08/2025

APPROVED CONTRACTOR		Dodd Group		This certificate is not valid if the serial number has been defaced or altered		40127477	EICR18.3C
ELECTRICAL INSTALLATION CONDITION REPORT							
Issued in accordance with BS 7671: 2018 (as amended) - Requirements for Electrical Installations							
<b>PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION</b>							
<b>DETAILS OF THE CONTRACTOR</b> Registration No. 004768004 Trading Title: Dodd Group (Midlands) Ltd Address: Unit 1 Rabone Park, Rabone Lane, Smethwick Postcode: B66 2NN Tel No.: 0121 565 6000				<b>DETAILS OF THE CLIENT</b> Contractor Reference Number (CRN): N/A Name: SIMBC Electrical Address: Sandwell Homes, Operations & Development Centre, Direct 2 Industrial Park, Oldbury, West Midlands Postcode: B69 3ES Tel No.: N/A			
<b>DETAILS OF THE INSTALLATION</b> Occupier: Communal area UPRN: N/A Address: 55-59 Arden grove, Oldbury, West Midlands Postcode: B69 4SU Tel No.: West Midlands							
<b>PART 2 : PURPOSE OF THE REPORT</b>							
Purpose for which this report is required: To test and inspect the fixed wiring installation within the property to ensure safety for continued use, as requested by Client							
Date(s) when inspection and testing was carried out: 07/08/2025 Records available (EG1): N/A Previous inspection report available (EG1): N/A Previous report date: N/A							
<b>PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION</b>							
General condition of the installation (in terms of electrical safety): Installation is generally in good condition and complies with the current version of BS7671 with the exception of any items mentioned in observations and is safe for continued use. Low-Rise Communal, Wylex Consumer Unit, one Shot fitted, Emergency Lighting fitted							
Description of premises: Dwelling: N/A Commercial: N/A Industrial: N/A Other (include brief description): N/A							
Estimated age of electrical installation: 20 years Evidence of additions or alterations: N/A If yes, estimated age: 5 years Overall assessment of the installation for continued use: Satisfactory/Unsatisfactory** Satisfactory							
*An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified (listed in PART 5 of this report) and it is recommended that these are acted upon as a matter of urgency.							
<b>PART 4 : DECLARATION</b>							
<b>INSPECTION AND TESTING</b> I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), particulars of which are described in PART 6, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (PART 5) and the attached Schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 6 of this report. Name (capitalise) on behalf of the contractor identified in PART 1: STEVEN WESTLEY Signature: [Signature] Date: 12/08/2025 I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 07/08/2030 (date) Give reason for recommendation: As required by Guidance Note 3 section 3.7 and table 3.2 The proposed date for the next inspection should take into consideration any legislative or licensing requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.							
<b>REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR</b> Name (capitalise) on behalf of the contractor identified in PART 1: CHRIS NAVEN Signature: [Signature] Date: 03/09/2025							
This report is based on the model forms shown in Appendix 6 of BS 7671: 2018 (as amended) © Copyright Cirtsure LLP (August 2024)							
Enter a (✓) or value in the respective fields, as appropriate. Where an item is not applicable insert N/A							
Please see the 'Notes for Recipients'							
Page 1 of 14							

- 7) The electrical distribution board is in the electrical cupboard; this is secured behind a timber FD30s fire rated door.



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

- 9) All electrical cabling feeding supply to residents' flats and other units within the communal areas are channelled through secure metal box trunking that is securely install across the upper walls and ceilings. All electrical timber box trunking is protected by Envirograf Intumescent Pillows or Pads.



- 10) Door access power supply is housed in a secure metal unit on the ground floor communal wall.

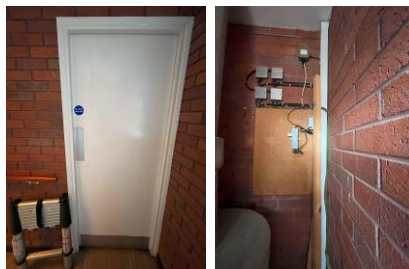


- 11) On the 1<sup>st</sup> floor communal landing, there is a lift motor compartment above the access door to the lift. The Isolation and shaft light switches for the lift are installed on a wall within the communal area.



Lift, motor compartment and shaft access, shaft light and isolation switches.

- 12) Within the refuse Shute cupboard on the 1<sup>st</sup> floor, there is some electrical switches installed at the back of the Shute, the cupboard is secured behind a timber FD30s fire door.



## Section 15

### Waste Control

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



- 2) Refuse bins are stored in the waste refuse cupboard. Bins Are regularly emptied by site services.



- 3) Regular checks by Caretakers minimise risk of waste accumulation.
  - 4) 'Out of Hours' service is in place to remove bulk items.
-

## Section 16

## Control and Supervision of Contractors and Visitors

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

## Section 17

### Arson Prevention

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- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
- 2) Restricted access to the premises is via a key lock, each resident has their own key to gain access. There is an intercom system that can allow visitors and contractors in.



Front and rear entrance

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



External lighting located at various points around the building

- 5) There have been no reported fire incidents at Arden Grove since the last FRA.

## Section 18

### Storage Arrangements

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

## Section 19

# Additional Control Measures. Fire Risk Assessment - Action Plan

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Significant Findings

### Action Plan

It is considered that the following recommendations should be implemented to reduce fire risk to, or maintain it at, the following level:

Trivial ☒      Tolerable ☐

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

P2 Arrange and complete within 1-3 Months of assessment date

P3 Arrange and complete within 3-6 Months of assessment date

P4 Arrange and complete exceeding 6 months under programmed work




# Fire Risk Assessment Action Plan



Name of Premises or Location: 55-69 Arden Close




Date of Action Plan: 23<sup>rd</sup> September 2025

Review Date: <Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
10/6	Flat 63 needs door closure adjusted.		P2	1-3 Months Fire Rapid Response	

## Fire Risk Assessment

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10/7	Flat 69 requires smoke seal fitted to part of frame, also frame needs assessing due to slight damage.		P2	1-3 Months Fire Rapids Response	
10/8	Flat 61 has a cracked pane of glass in the upper right-hand corner of the door. Glass needs replacing.		P2	1-3 Months Glazing/ Repairs	
10/9	Compartmentation above lift motor, electrical and mechanics is breached, needs further investigation into roof void for fire stopping.		P2	1-3 Months Fire Rapid Response	

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10/10	Exposed screw holes for previous light fitting in ceiling throughout building, requires fire stopping.		P2	1-3 Months Fire Rapid Response	
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**Observations**

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

**No Additional Observations**

**Signed**

	Fire Risk Assessor	Date: 23 <sup>rd</sup> September 2025
	Building Safety Manager	Date: 23 <sup>rd</sup> September 2025

## Appendix 1

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



Name of property: 55 – 69 Arden Grove

Updated:

Premise Manager: Rachel Price

Tel. No.: 0121 569 2975

Hazard	Location	Information/Comments
An asbestos survey has been undertaken and is held by S.M.B.C. Investment Division (Derek Still <a href="tel:01215695077">Tel:- 0121 569 5077</a> ).		

<b>Asbestos Survey</b>		Property Address 55-69 Arden Grove, Oldbury. B69 4SU		✓ Office use																																																																			
Surveyed by	Wayne / Dave	Date	14/01/13	Checked by	DEREK STILL																																																																		
Reason for request		HSG 264 - Survey Report Type		Date	30/01/2013																																																																		
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 Area Re-wire	✓	Refurb Surveys Interrogated ?		No of Bedrooms	Floor Level																																																																		
<div style="border: 1px solid black; padding: 5px;"> <p>BL016904F08 55-69 Arden Grove, Oldbury, West Midlands, B69 4SU</p> <p>Survey Status: <span style="border: 1px solid black; padding: 2px;">17</span> Inspection Level: <span style="border: 1px solid black; padding: 2px;"></span></p> <p>Survey Date: <span style="border: 1px solid black; padding: 2px;"></span> Next Survey Date: <span style="border: 1px solid black; padding: 2px;"></span></p> <p>Officer: <span style="border: 1px solid black; padding: 2px;"></span></p> <p>Created From: <span style="border: 1px solid black; padding: 2px;"></span> <span style="float: right;">Update Cancel</span></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Sub Loc</th> <th>Component</th> <th>Type</th> <th>Condition</th> <th>Risk Level</th> <th>Historical</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p style="text-align: right;">Print</p> </div>				Sub Loc	Component	Type	Condition	Risk Level	Historical																																																													<p><b>Notes / including details of similar property surveys completed.</b></p> <p>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.</p> <p>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.</p> <p>No access to ground floor meter/ cleaners cupboard (adj. flat 57).</p> <p>Copy of lift asbestos survey, situated on first floor in high level lift cupboard.</p> <p><b>**Survey revised by John Davis on 12/07/16**</b></p> <p><b>**Survey revised by G.Carrington – 12/07/2022**</b></p>	
Sub Loc	Component	Type	Condition	Risk Level	Historical																																																																		
<div style="display: flex; justify-content: space-between;"> <div> <p>Building Surveyors 0121 569 5077</p> </div> <div style="text-align: center;">  <p><b>Sandwell</b> Metropolitan Borough Council</p> </div> <div> <p><b>Asset Team – Investment Division</b> Operations &amp; Development Centre Roway Lane Oldbury B69 3ES</p> </div> </div>																																																																							

**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
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.