Fire Risk Assessment

1-12 Jeffries House

Lodge Street,

Oldbury,

B69 4JE

Date Completed: 02/09/2025

Review Period: 3 years.

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

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

Current Risk Rating = Trivial

Sandwell
Metropolitan Borough Council

Subsequent reviews

Review date	Officer	Comments

Contents

Section 0 Introduction

The Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O) places a legal duty on landlords to complete a fire risk assessment (FRA).

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

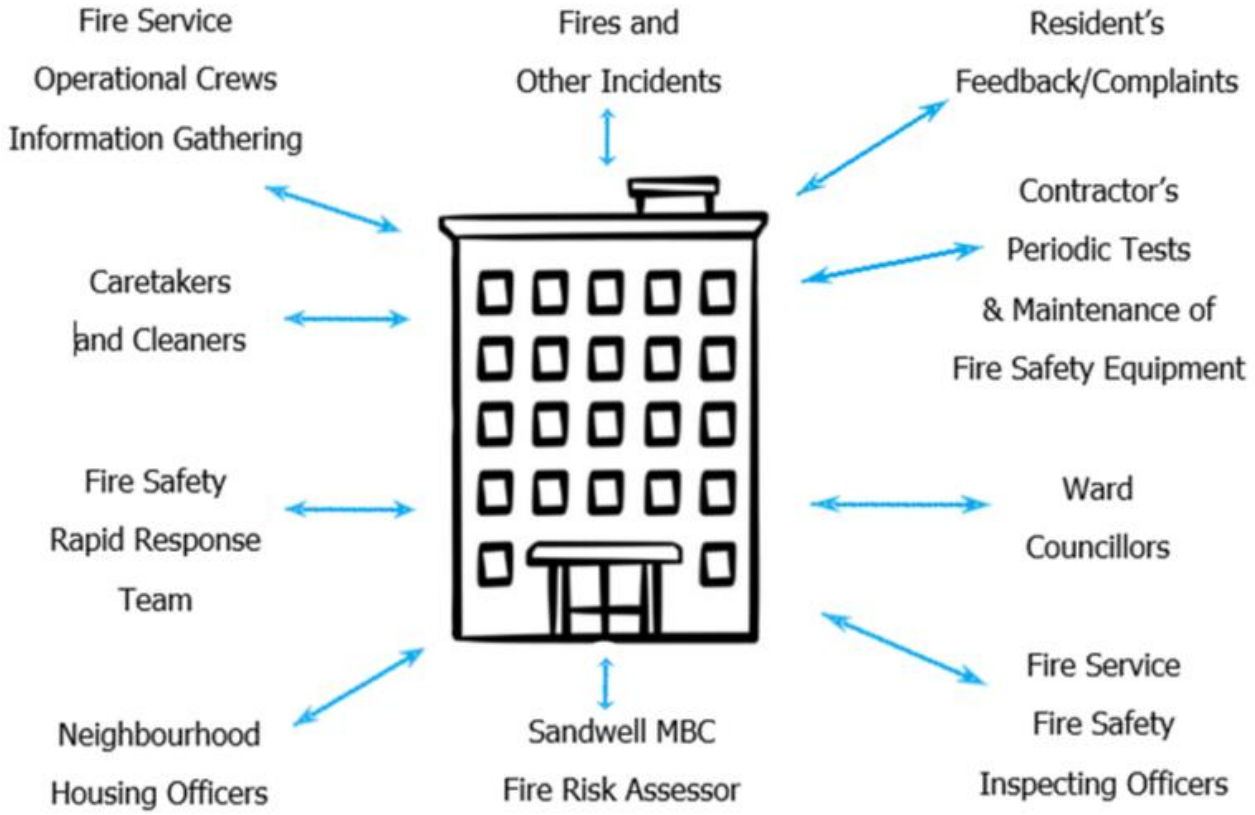
This type 1 fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on https://www.wmfs.net/our-services/fire-safety/#reportfiresafety.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

The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment.

This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and become the current fire risk

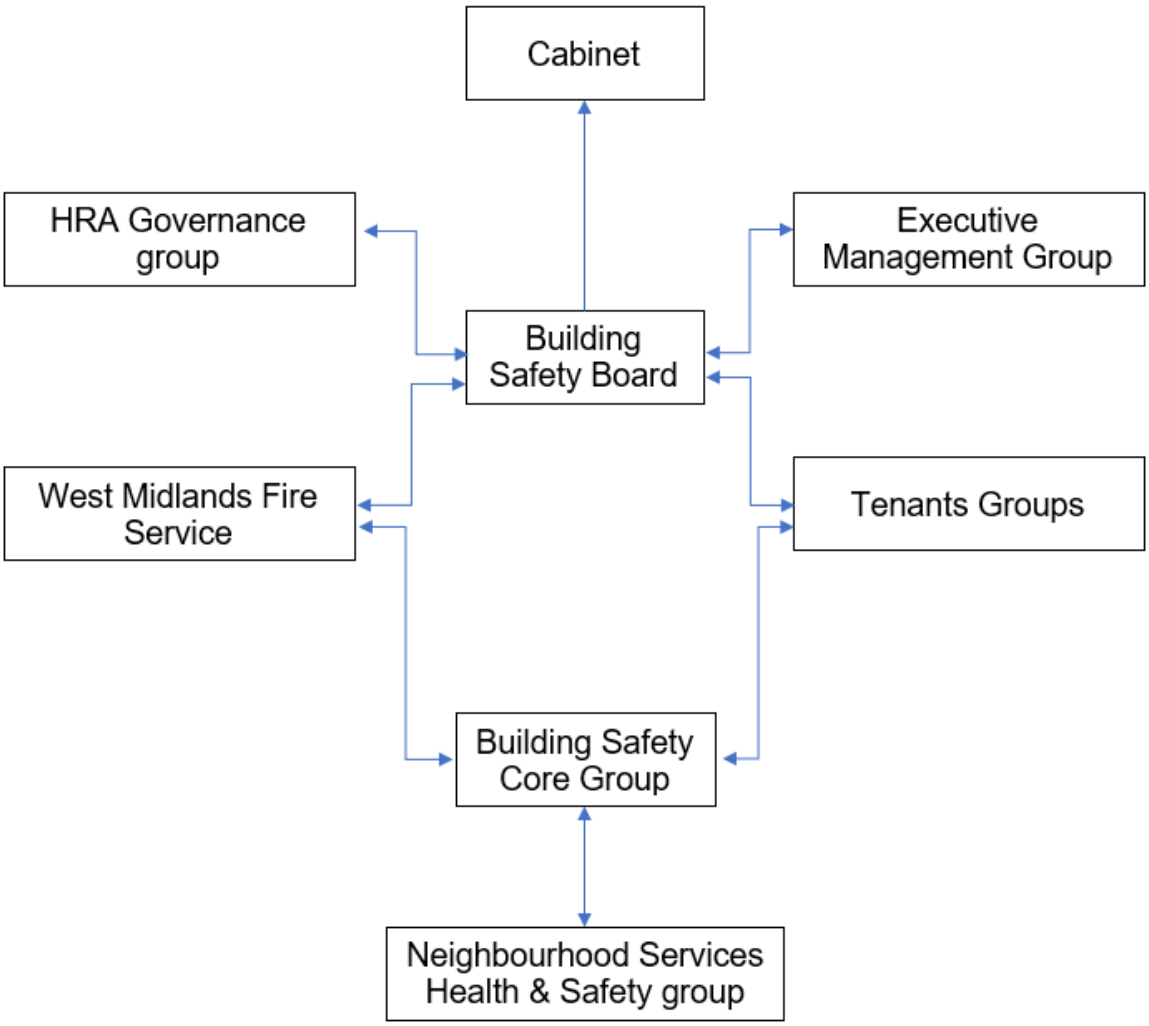
assessment. The previous fire risk assessment will be retained in the building safety case for that building.

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



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

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



To summarise the fire risk assessment, in this scenario the RR(FS)O requires the prescribed information to be recorded. The prescribed information is the significant findings of the fire risk assessment and those groups or persons especially at risk from fire. This is recorded here in section 1.

Also required to be recorded under article 11, are the fire safety arrangements for the planning, organisation, control, monitoring and review of the preventative and protective measures. The information shown above is part of this requirement.

Section 1 Significant findings

The significant findings (executive summary) of the fire risk assessment include those measures that have been or will be undertaken by the responsible person in order to comply with the RR(FS)O 2005.

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	**External Envelope** The external surface of the building is a wimpy no-fines construction. In 2016 external wall insulation was installed along with a silicone render finish. It has a flat roof and facia boards along the roof line. There is a small arch canopy over the front entrance.	Tolerable

	The external render is susceptible to damage from external factors such as machinery, bins, and other equipment used within the vicinity. Such damage may compromise the integrity of the fire-resistant properties of the render. To ensure ongoing safety and compliance with fire regulations, a comprehensive Fire Risk Assessment of the block will be conducted annually. During these inspections, any areas of damaged render will be identified and promptly recorded. Arrangements will then be made to carry out the necessary repairs without undue delay, thereby maintaining the effectiveness of the fire protection measures and reducing any potential fire hazards. All flats have UPVC double glazed units some with Spandrel panelling fitted underneath.	
Section 7	**Means of Escape from Fire** The block has been divided into two sections. Each section of the block has a separate staircase and two final exit doors which allows for a sufficient means of escape. All communal hallway floors are carpeted. Several flats at their entrances have door mats, the fire rating is not known on the door mats. All front doors are either notional timber FD30 or composite FD30s doors. Some Flat Front doors when inspected do not have a self-closer fitted.	Tolerable

Section 8	**Fire Detection and Alarm Systems** Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats.	Trivial
Section 9	**Emergency Lighting** The premises have a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.	Trivial
Section 10	**Compartmentation** The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire between dwellings and support the stay put unless policy. All electrical cupboards are timber FD 30s doors with smoke seals and intumescent strips fitted, and lockable with a 138-mortice lock. Electrical cupboard in side 7-12 needs a hole fire stopping where electrical cables enter the trunking above door.	Tolerable
Section 11	**Fire Fighting Equipment** The premises have no provision for firefighting equipment.	Trivial
Section 12	**Fire Signage** Appropriate Fire door signs & No Smoking signs in place.	Trivial
Section 13	**Employee Training** All staff receive basic fire safety awareness training.	Trivial

Section 14	**Sources of Ignition** The fixed electrical installation should be tested every 5 years. The fixed electrical installation had an EICR inspection on the 21/08/25.	Trivial
Section 15	**Waste Control** Regular cleaning services take place at the block and regular checks from caretakers help with waste control at the block.	Trivial
Section 16	**Control and Supervision of Contractors and Visitors** Contractors are controlled centrally, and hot works permits are required where necessary**.**	Trivial
Section 17	**Arson Prevention** The final exit doors have a key lock and a door entry system installed. These doors have a push bar to exit the building. The building is well lit with external lighting. There is no evidence of any arson since the last risk assessment was carried out	Trivial
Section 18	**Storage Arrangements** Residents have access to external storage sheds which are kept secure. Residents should not store fuel or LPG Cylinders in their home or storage facilities. This documented in the tenancy agreement.	Trivial

Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

Low	Unusually low likelihood of fire because of negligible potential sources of ignition.
Medium	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
High	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

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

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

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

These hazards include

- Small amount of fire stopping in Electrical cupboard.

Considering the use of the premises and the occupants within the block, the potential consequences for life safety in the event of a fire would be slight harm. This is due to there being sufficient compartmentation (apart from the actions raised in Section 10), and all flats are fitted with timber Notional and FD30S entrance doors, smoke detection systems installed to a minimum of LD2 in all flats inspected, two final exit doors, and a stay-put strategy unless a fire strategy is in place.

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

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

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

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

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

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

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need to 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.

Section 2

People at Significant Risk of Fire

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

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

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

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

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

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

Section 3 Contact Details

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

The Chief Executive has put a structure in place to support the management of the site.
This includes the role of Building Safety Manager who has duties as defined within the Regulatory Reform (Fire Safety) Order 2005.

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

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 Andrew Froggatt Carl Hill Louis Conway	**Fire Risk Assessors** Craig Hudson Mohammed Zafeer Stuart Henley	**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

This type 1 fire risk assessment covers

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

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

Description of the Property:

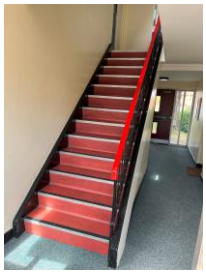
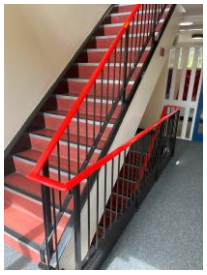
The Low-rise block was constructed in the 1963. The block is a Wimpey no-fines construction with a flat roof. The block consists of 3 storeys (inclusive of the ground floor). The block has been divided into two sections with flats 1-6 having a separate entrance/exit and staircase to flats 7-12. A plaque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

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

The block has a front entrance, that has a door entry system, and a key lock installed. There is a rear access door, leading to a rear courtyard area. Both escape routes lead to an ultimate place of safety. The Front and rear final exit doors utilise a push bar to exit. Local authority employees and the fire & rescue service can use a drop latch key to gain access.



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

Block 1
Flats 1,2, are on the ground floor
Flats 3,4, are on the 1st floor
Flats 5,6 are on the 2nd floor

Block 2
Flats 7,8, are on the ground floor
Flats 9,10, are on the 1st floor
Flats 11,12 are on the 2nd floor

Behind the stairs is a service cupboard housing electrical intakes and meters for each flat. These doors are FD30s doors.

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


The enforcing authority is West Midlands Fire Service
The nearest Fire station is Oldbury fire station.

High/Low Rise	Low-Rise
Number of Floors	3
Date of Construction	1963
Construction Type	Wimpy No Fines
Last Refurbished	2016
External Cladding	None
Number of Lifts	None
Number of Staircases	2
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	Flat roof – no internal access
Equipment on roof (e.g. mobile phone station etc)	None

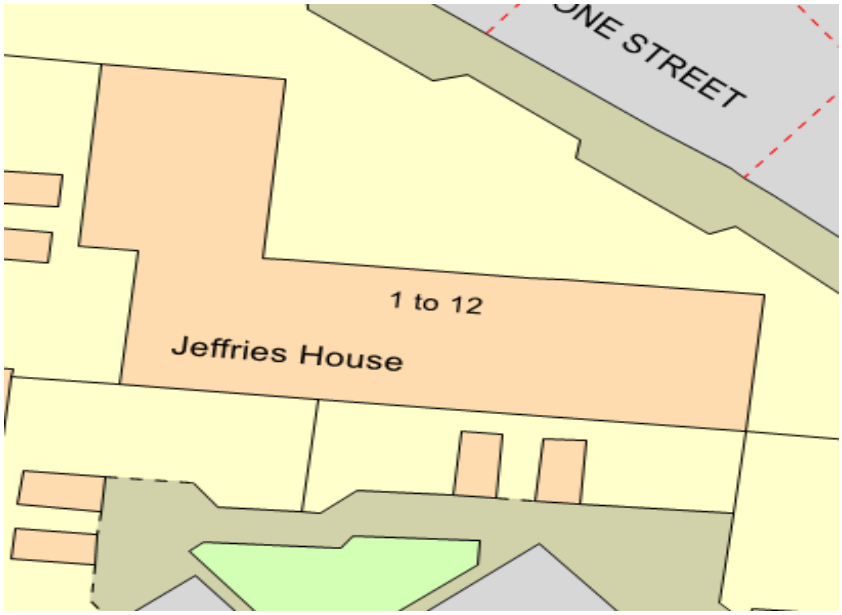
Persons at Risk

Residents / Occupants of 12 flats in total,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

Building Plan

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



Section 6

External envelope

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

Below is a breakdown of the materials used within the external envelope, it is deemed that the combination and application of these materials presents a tolerable level of fire risk.

1) The external surface of the building is a wimpy no-fines construction. In 2016 external wall insulation was installed along with a silicone render finish. FRA review will be carried out every 12 months.

2) **External render damaged in places all around building requires repairing**. **See action 6/2.**

3) The building has a flat roof and UPVC fascia boards fitted.



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

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

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

6) The main access to the premise is through a timber door on the front and a timber door at the rear of the building.

Section 7

Means of Escape from Fire

1) All flats inspected are equipped with minimum LD3 detection to aid means of escape.

2) Individual flat doors appear to be FD30s rated composite fire doors, and original notional timber doors.

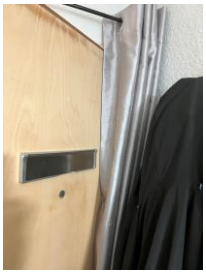
3) Access was attempted to sample some of the properties as part of the risk assessment. This was to ensure the doors have not been tampered with by residents.

Flat doors sampled
Flats 1 door was correct
Flats 5 door no self-closer fitted
Flat 11 door no self-closer fitted
Flat 12 door was correct

4) Flat one was correct.

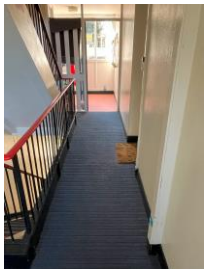


5) Flat 5 had no self-closer fitted to the door, this door requires a self-closer fitting. See action 7/5.


6) Flat 11 had no self-closer fitted to the door. This door requires a self-closer fitting. See action 7/6.

7) All communal hallway floors are carpeted, the flat entrances have raised step to the door, some have door mats placed over the step, the fire rating is not known for the door mats.



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

BS 4790 Fire Test Method to textile Floor Coverings

Carpets BS 5287,1988 specification for assessment and labelling of textile floor covering.

8) All corridors are of adequate width (at least 1050mm) and are kept clear to promote maintain safe exit in an event of fire.

9) Each landing has a drying room area. This area is normally secured, and tenants have access via a key. Within these areas there are void incinerator cupboards which were locked.

10) The means of escape is an open plan landing and stairs construction over three floors with a drying room at one end.



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

12) The premises consists of a single staircase that provides means of escape, this is located as you enter the building. They are kept clear to maintain safe means of escape

13) On both blocks 1st and 2n floor communal landings, have a set of UPVC windows, these windows can be opened without the use of a key, these also allow sufficient ventilation. There is no automatic smoke ventilation system installed in this premises.


14) The premises have a sufficient emergency / escape lighting system in accordance with BS 5266.

15) The final exit doors have door push bar 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). The final exit doors have a push bar system fitted to exit the building.

16) The final exit doors have door push bar 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). The final exit doors have a push bar system fitted to exit the building.

17) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them.

Section 8

Fire Detection and Alarm Systems

1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats the equipment is subjected to a cyclical test.

2) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD2 Standard.

Flat 1 was seen to be LD2
Flat 12 was seen to be LD2

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

3) There is no effective means for detecting an outbreak of fire to communal areas. The reason for this is:

I. Such systems may get vandalised.
II. False alarms would occur.
III. A Stay Put - Unless policy is in place.

Section 9

Emergency Lighting

1) The premises have a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.

2) All installed equipment is checked and tested on a monthly basis by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards. The emergency lighting was subject to an in-house test on 29/07/25.

cityfire & Electrical Services Ltd

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

Job Details

Job ID	Client Name	Site Name
175780	Dodd Group (Midlands) Limited	JEFFRIES HOUSE 1-12 (O&E)
Job Order Number	**Details Of Client**	**Site Address**
SMBC_16561363	Dodd Group Ltd Stafford Park 13	
Client ID	**Client Postcode**	**Site Post Code**
25	TF3 3AZ	
Site ID		
8,685		

System Details

Manufacturer	Number of Fittings Onsite
Kosnic	11

Inspections and Tests

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

Sign Off Area

NAME OF ENGINEER	New Signature	New Date
James anderton	JA	29/07/2025

Photos

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

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Section 10

Compartmentation

1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. All flat entrance doors are 30-minute notional or FD30s doors, including those in 1-hour rated walls.

2) Due to the premises having an open plan stairwell, provisions are in place to limit any potential risks in the communal area. The limit of combustibles and ignition sources are of a low level, alongside the use of notional FD30 timber and FD30s fire rated fire doors to individual flat entrances, any service cupboards and with sufficient fire stopping, provides acceptable compartmentation between the communal area, flats and service cupboards. There is a cyclical programme to ensure fire stopping as not been compromised by third parties e.g. contractors and where applicable enhance the fire stopping.

3) Service cupboards on ground floor containing residents' meters are notional timber fire doors with upgraded smoke seals and intumescent strips and lockable with a 138-mortice lock.

4) Service cupboards on ground floor containing residents' meters are timber fire doors with upgraded smoke seals and intumescent strips and lockable with a 138-mortice lock.



5) Electrical cupboard in side 7-12 needs a hole fire stopping where electrical cables enter the trunking above door.

4) There are no communal doors other than the final exit doors which 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).

Section 11

Fire Fighting Equipment

1) There is no firefighting equipment on this premises.

Section 12

Fire Signage

1) Appropriate signage is displayed throughout the building.

2) Directional fire signage is not displayed throughout the building. This is due to the simple layout of the building, and this type of signage is not required.

3) Yellow LPG warning signs are not displayed within the block. refer to section 18

4) No smoking (Smoke Free England) signage is displayed at the front entrance to the premises

Section 13

Employee & Resident Training/Provision of Information

1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke ‘Fire Safety in High / Low Rise Flatted Accommodation’ Video.

2) All employees are encouraged to complete ‘In the line of fire’ training on an annual basis.

3) Caretaking teams are not currently trained in the effective use of fire extinguishers.

4) Fire safety information has been provided as part of tenancy pack.

5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.

Section 14

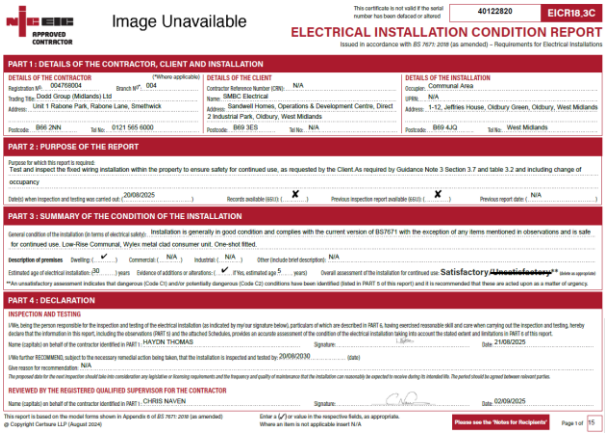
Sources of Ignition

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 has had an EICR inspection 21/08/2025, this was satisfactory and is carried out every 5 years.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ELECTRICAL INSTALLATION CONDITION REPORT

40122820 EICR18.3C

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR
Registration No. 00476804 Branch No. 004
Trading Title: Dodd Group (Midlands) Ltd
Address: Unit 1 Rabone Park, Rabone Lane, Smethwick
Postcode: B66 2NN Tel No. 0121 565 6000

DETAILS OF THE CLIENT
Contractor Reference Number (CRN): N/A
Name: SMBC Electrical
Address: Sandwell Homes, Operations & Development Centre, Direct 2 Industrial Park, Oldbury, West Midlands
Postcode: B69 3EB Tel No. N/A

DETAILS OF THE INSTALLATION
Occupier: Communal Area
UPRN: N/A
Address: 1-12, Jeffries House, Oldbury Green, Oldbury, West Midlands
Postcode: B69 4JQ Tel No. West Midlands

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required: Test and inspect the fixed wiring installation within the property to ensure safety for continued use, as requested by the Client.As required by Guidance Note 3 Section 3.7 and table 3.2 and including change of occupancy

Date(s) when inspection and testing was carried out: 20/08/2025 Records available (tick): ✗ Previous inspection report available (tick): ✗ Previous report date: N/A

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

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 metal clad consumer unit. One-shot fitted.

Description of premises: Dwelling: ✔ Commercial: N/A Industrial: N/A Other (include brief description): N/A

Estimated age of electrical installation: 20 years Evidence of additions or alterations: ✔ If Yes, estimated age 5 years Overall assessment of the installation for continued use: Satisfactory ~~Unsatisfactory~~**

**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.

PART 4 : DECLARATION

INSPECTION AND TESTING

I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), particulars of which are described in PART 6, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (PART 5) and the attached 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 (capitals): HAYDN THOMAS Signature: Date: 21/08/2025

I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 20/08/2030 (date)

Give reason for recommendation: N/A

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.

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR

Name (capitals): CHRIS NAVEN Signature: Date: 02/09/2025

This report is based on the model forms shown in Appendix 6 of BS 7671: 2018 (as amended)

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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'

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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. The gas supply is supplied externally.

7) All Residents service cupboards on each floor are housed behind a FD30s fire rated door. All cupboards are free from any combustibles.

8) Ground floor has door entry system power supply unit installed on the wall, this is secure and away from resident's reach, all cabling is housed within plastic trunking along the ceiling line.

9) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.

Section 15 Waste Control

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

2) Refuse bins are stored to the front and rear of the building in a purpose-built store away from the main building. Bins Are regularly emptied at regular intervals.

3) Regular checks by Caretakers minimise risk of waste accumulation.

4) ‘Out of Hours’ service is in place to remove bulk items.

Section 16

Control and Supervision of Contractors and Visitors

1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.

2) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.

3) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the local housing office. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.

4) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -

    a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:

        - Health and Safety.
        - Site Security.
        - Safety of working and impact on children/school business.
        - Fire risk, if any.
        - Site Emergency Plan.

    b) Monthly Site Meetings – in order to monitor, review and share any new information including any new risks.

    c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.

    d) Final Contractor review on completion of works undertaken

Section 17

Arson Prevention

1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.

2) Restricted access to the premises by means of a door entry system to the front and the rear.

3) There is no current evidence of arson since the last Fire Risk Assessment.

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 shed 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

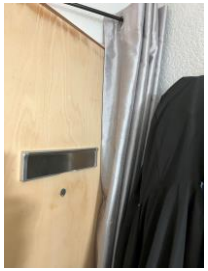
Fire Risk Assessment Action Plan

Name of Premises or Location: Jeffries House 1-12

Date of Action Plan: 22/09/2025

Review Date: <Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
6/2	External render damaged in places all around building requires repairing.		P3	3-6 Months Repairs	

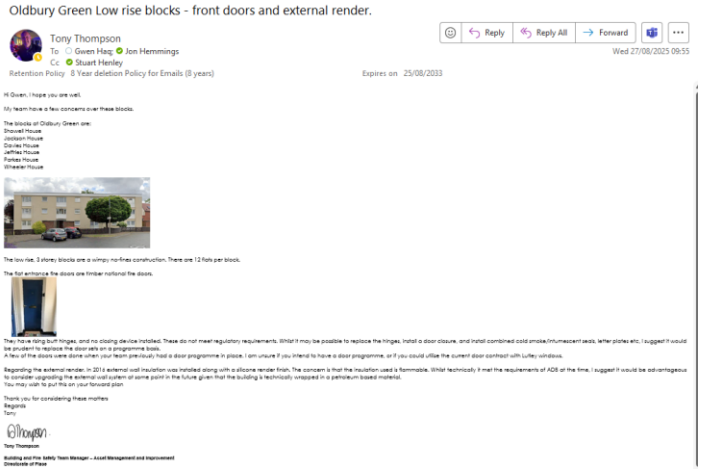
7/5	Flat 5 had no self-closer fitted to the door requires a self-closer fitting.		P2	1-3 Months Fire Rapid Response	
7/6	Flat 11 had no self-closer fitted to the door. This door requires a self-closer fitting.		P2	1-3 Months Fire Rapid Response	
10/5	Electrical cupboard inside 7-12 needs a hole fire stopping where electrical cables enter the trunking above door.		P2	1-3 Months Fire Rapid Response	

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).

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

The external render is susceptible to damage from external factors such as machinery, bins, and other equipment used within the vicinity. Due to this, I would recommend that a review of the Fire Risk Assessment is carried out every 12 months.



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

Tony Thompson

To Gwen Hag Jon Hemmings

Cc Stuart Henley

Reply | Reply All | Forward

Wed 27/08/2025 09:55

Retention Policy 8 Year deletion Policy for Emails (8 years) Expires on 25/08/2033

Hi Gwen, I hope you are well.

My team have a few concerns over these blocks.

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

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

The flat entrance fire doors are timber notional fire doors.

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

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

Thank you for considering these matters
Regards
Tony

Tony Thompson

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

Signed

	Fire Risk Assessor	Date: 22nd September 2025
	Building Safety Manager	Date: 22nd September 2025

Appendix 1

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

Name of property: Jeffries House1-12

Updated: 09/03/2025

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).		

bradley
ENVIRONMENTAL

CERTIFICATE OF ANALYSIS

Asbestos Fibre Identification in Bulk Sample

Client Address:	Sandwell MBC (formerly Homes) Building Services Direct 2 Trading Estate Rowley Lane Oldbury West Midlands B69 3ES	Site Address:	1-12 Jeffries House Oldbury B69 4JQ
Samples Received:	08/03/2025	Issue Date:	19/03/2025
Order Placed By:	Dean Harding	Sampled By:	Anton Richards
Analysed on:	19/03/2025	Authorised Signatory:	
		Job Title:	Laboratory Analyst

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

Report No.: J4/12484

Date Analysed:	Lab Ref.:	Site Ref:	Room:	Sample Reference:	Analysis Result:	Analyst:
19/03/2025	PR003062	-	01 Landing/Stairs	Asbestos Cement ceiling panels	Chrysotile	Amelia Brown
19/03/2025	PR003063	-	01 Landing/Stairs	Textured coating to brickwork walls	No Asbestos Detected	Amelia Brown
19/03/2025	PR003064	-	02 Laundry area	Asbestos Cement soil pipe	Chrysotile + Amosite	Amelia Brown
19/03/2025	PR003065	-	03 Landing/Stairs	Textured coating to brickwork walls	No Asbestos Detected	Amelia Brown

TEST NOTES: [illegible]

Analysed at:
Head Office:
20 Stourbridge Road,
Halesowen, West Midlands
B63 3US
Tel: 0121 550 0224
Email: [illegible]

Registered Office: Bradley Environmental Consultants Limited, [illegible]

Management Survey (with MA - LOD) Template Version 34 | Page 40 of 47

bradley
ENVIRONMENTAL

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

Report No.: J4/12484

Date Analysed:	Lab Ref.:	Site Ref:	Room:	Sample Reference:	Analysis Result:	Analyst:
19/03/2025	PR003066	-	05 Cupboard	Asbestos Cement flue pipe	Chrysotile + Amosite	Amelia Brown
19/03/2025	PR003067	-	06 Hall	Textured coating to brickwork walls	No Asbestos Detected	Amelia Brown
19/03/2025	PR003068	-	07 Electrical cupboard	Insulating board panel	No Asbestos Detected	Amelia Brown
19/03/2025	PR003069	-	09 Site area/Shed external	Bitumen roof felt	No Asbestos Detected	Amelia Brown
19/03/2025	PR003070	-	09 Site area/Shed external	Bitumen damp proof course	No Asbestos Detected	Amelia Brown

TEST NOTES: [illegible]

END OF REPORT

Analysed at:
Head Office:
20 Stourbridge Road,
Halesowen, West Midlands
B63 3US
Tel: 0121 550 0224
Email: [illegible]

Registered Office: Bradley Environmental Consultants Limited, [illegible]

Management Survey (with MA - LOD) Template Version 34 | Page 41 of 47

ABOUT THE REPORT – PLEASE READ

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

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

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

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

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

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

Term	Explanation
Photo's	These will usually be provided for the front elevation of the property to aid identification.
Sampled by	P402 trained surveyor.
Checked by	P402 trained surveyor who checks report prior to issuing.
Survey Report Type	Report type is determined by the type of work to be undertaken. The reader of this report must satisfy themselves that the scope of the survey is sufficient for the purpose of work being undertaken.
Refurbishment Survey	HSG 264 – Refurbishment & Demolition Survey. Surveying undertaken to all parts of the property presuming full decent homes refurbishment, which may include, New Kitchen, New Bathroom, Electrical Rewire, Re-roof, Full Heating System. Taking account of the complete structure of the property & archetype information available. This survey has been carried out without detailed knowledge of the works to be undertaken during refurbishment. Anyone using this report to support building works being undertaken to the property should ensure that the report is sufficient for the purposes of the building work being undertaken. The reader should be confident that the areas that are to be disturbed by the proposed work are included.
Management Survey	A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.
Refurb & Management Survey	Both Survey Report Types are ticked! due to works identified at survey stage the surveyor has completed Refurbishment Survey for the works required & may have undertaken a management survey on remaining areas of the property. The report should not be used for works outside the scope stated, unless the reader assures themselves that it is suitable & sufficient.
Cavity Walls / Floor Voids or similar.	Will be assessed at survey stage & desktop assessment of similar archetypes.
Photo's	Where practical & to aid the identification of ambiguous material locations photos will be included within the report to ensure that materials are identified on-site correctly. Photos will be annotated where necessary.