

Fire Risk Assessment

30 – 52

(30-40 & 42-52)

**Groveland Road,
Tipton,
DY4 7TN**



Date Completed: 01/10/2025

Review Period: 3 years.

Officer: S. Henley Fire Risk Assessor

Checked by: A. Froggatt Building Safety Manager

Current Risk Rating = Tolerable

Subsequent reviews

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

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Section

0

Introduction

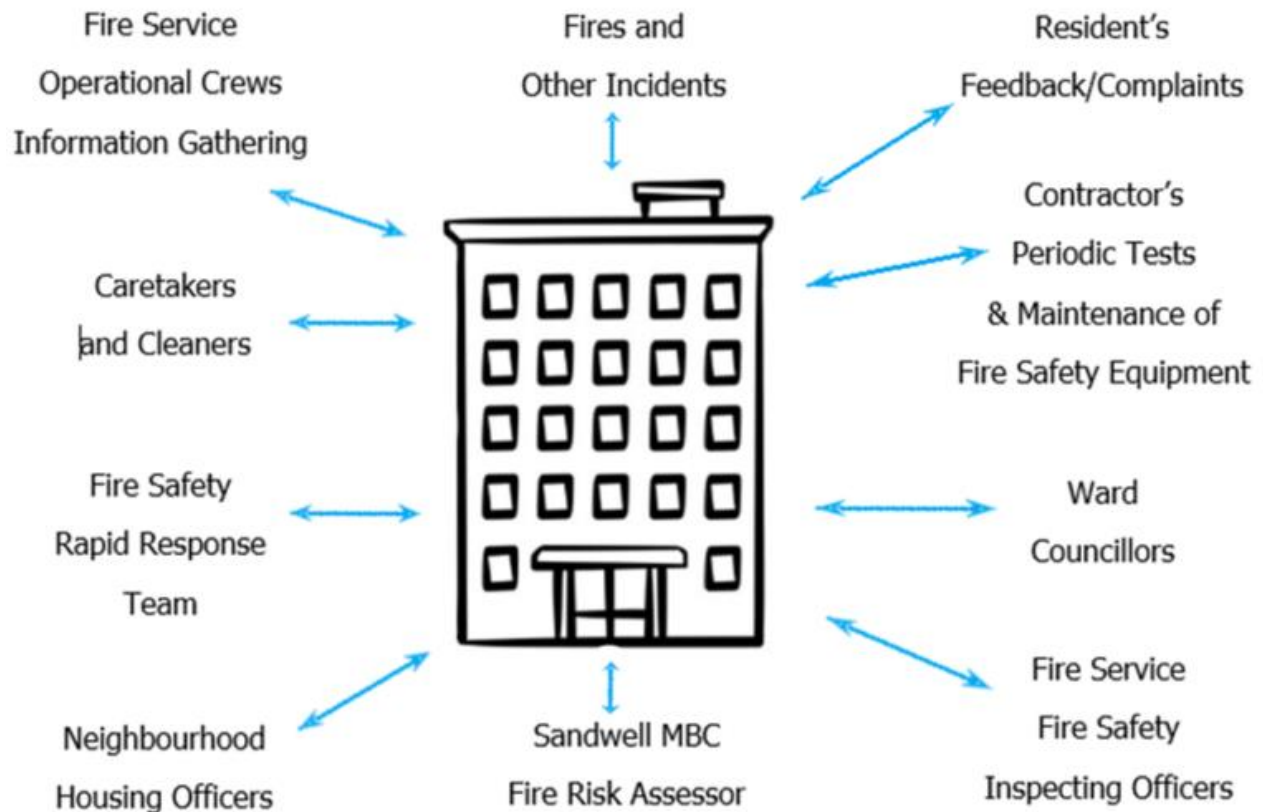
The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA).

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.

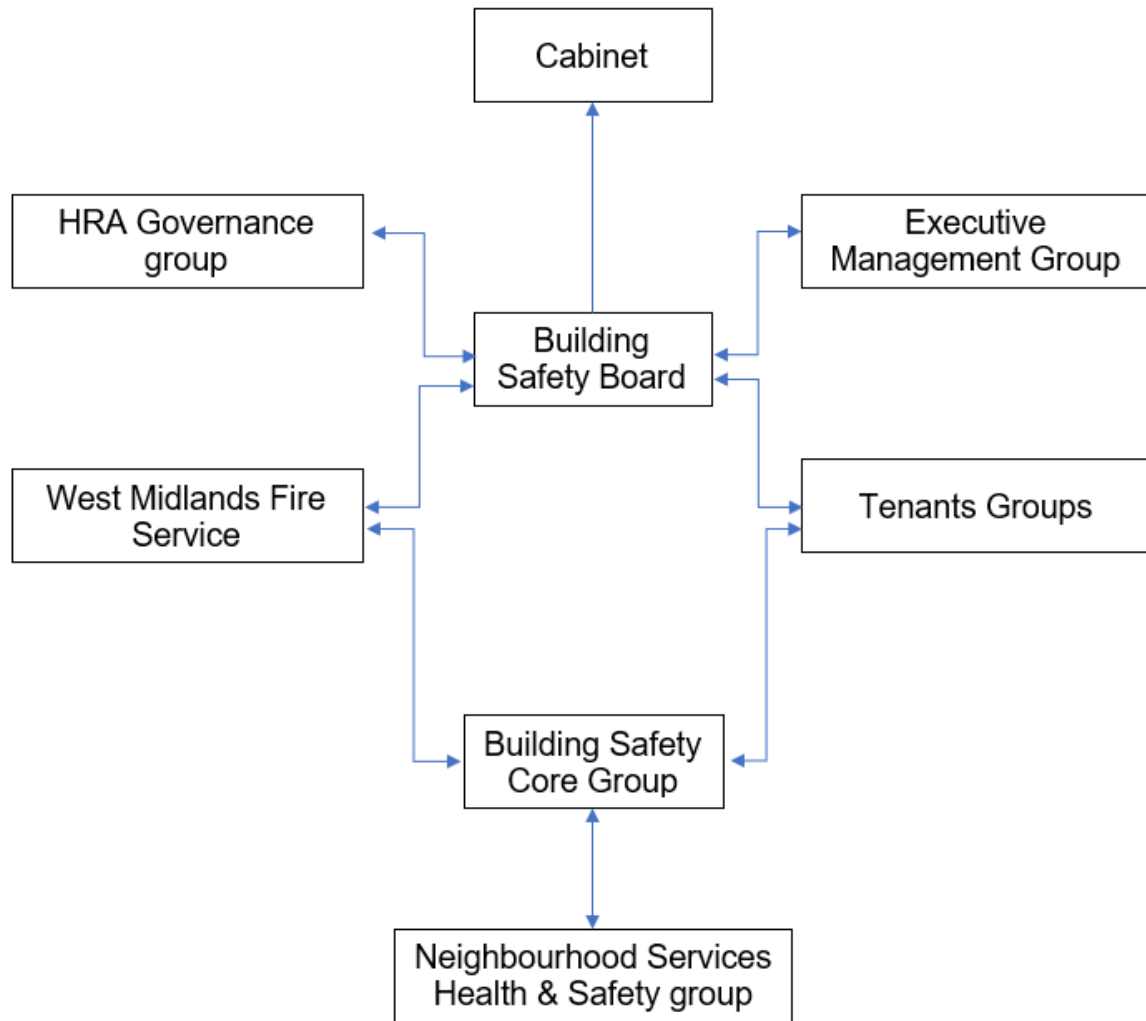
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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 building is predominantly brick cavity construction with uPVC doubled glazed units to the flats. uPVC soffits and fascia boards fitted. Marley concrete interlocking roof tiles are fitted on the roof.	Trivial

Section 7	Means of Escape from Fire There is a single central staircase in each block offering adequate means of escape with front and rear final exits doors, with levered handles to open. All communal hallway floors are carpeted. Some door deficiencies require rectification.	Tolerable
Section 8	Fire Detection and Alarm Systems Individual flats have a fire detection system fitted to a minimum of a LD3 standard. No detection in communal areas.	Trivial
Section 9	Emergency Lighting Emergency lighting is not present within the premise. Some lighting can be obtained from the landing windows. Installation of emergency lights required within the blocks in future refurbishments under 3.41 of Approved Document B Volume 1.	Trivial
Section 10	Compartmentation The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. Doors are 30-minute notional fire doors, including those in 1-hour rated walls. Areas of action required, see sections 10/6a, 10/6b, 10/7, 10/9a, 10/9b, 10/10, 10/12	Tolerable

Section 11	Fire Fighting Equipment The premises have no provision for firefighting equipment.	Trivial
Section 12	Fire Signage There is sufficient Fire door keep shut signs & No Smoking signage in place. Fire Door keep locked signage required for service cupboards within both blocks.	Tolerable
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. Last EICR was carried out on the 22/12/2022	Trivial
Section 15	Waste Control Caretakers undertake regular checks and bins are stored away from the building.	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 entrance/exit doors have door entry systems installed. The doors are to be kept shut at all times and this is highlighted to residents and visitors using 'Keep Door Shut' signage.	Trivial
Section 18	Storage Arrangements Each flat has access to a storage cupboard on the landing. Cupboards do not have fire rated doors but are kept locked. There are external brick-built storage cupboards detached from the main building. These are locked with resident's keys. Residents should not store fuel or LPG Cylinders in their home or storage facilities.	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

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.

A Type 1 Fire Risk Assessment of the premises at 30-40 and 42-52 Groveland Road has been carried out. The assessment included a thorough inspection of the site's layout, identification of potential fire hazards, and evaluation of existing fire safety measures. The findings and recommendations have been documented.

Based on the assessment, the likelihood of a fire is deemed medium prior to the implementation of the action plan, due to the identified normal fire hazards. Considering the use of the premises and the occupants within the block, the potential consequences for life safety in the event of a fire would be slight harm. This is because all flats appear to be fitted with FD30 rated original notional timber doors, and composite fire doors, smoke/heat detection systems installed to a minimum of LD3 in all flats, two final exit doors, and a stay-put strategy unless a fire strategy is in place.

Access was gained to a sample of properties as part of the risk assessment. A number of property fire doors inspected required fire safety furniture adding, see section 7.

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

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

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

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

Section

2

People at Significant Risk of Fire

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

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

Sandwell Council has a policy and procedure in place for Personal Emergency Evacuation Plans (PEEPs). This is based on tenants identifying themselves as requiring a PEEP.

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

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

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

Section 3

Contact Details

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

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

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

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

Chief Executive Shokat Lal		
Executive Director Asset Manager & Improvement Alan Lunt		
Assistant Director Asset Manager & Improvement Sarah Agar		
Fire Safety Manager Tony Thompson		
Team Lead Fire Safety Jason Blewitt		
Team Lead Building Safety Anthony Smith		
Housing Office Manager Rachel Price		
Building Safety Managers Adrian Jones 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

30-40, 42-52
Groveland Road
Tipton
DY4 7TN

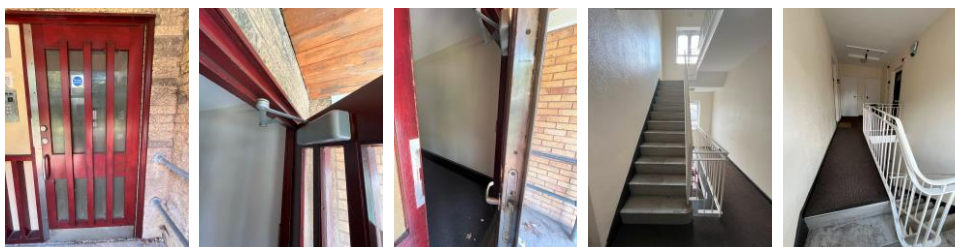


A Type 1 Fire Risk Assessment of the premises at 30-40 and 42-52 Groveland Road has been carried out. The assessment included a thorough inspection of the site's layout, identification of potential fire hazards, and evaluation of existing fire safety measures. The findings and recommendations have been documented.

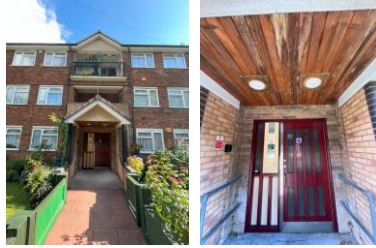
Based on the assessment, the likelihood of a fire is deemed medium prior to the implementation of the action plan, due to the identified normal fire hazards.

These low-rise, three-storey blocks were constructed in 1963 using traditional brick cavity and concrete construction. The roofs are pitched and finished with Marley concrete interlocking tiles.

The building comprises two semi-detached blocks: Block 30-40 and Block 42-52, each three storeys high. Each block is served by a dedicated central staircase that leads to the timber final exit doors, which are fitted with levered handles to facilitate easy evacuation. This arrangement provides adequate escape routes for occupants.



At the front of the premises, the entrance areas feature an open porch with a pitched roof also covered with Marley roof tiles. The front fascia and soffits are made of uPVC, and the underside of the porch is lined with timber boarding with two inset safety/security lights installed.



The main entrance to each block is situated on the front elevation off Groveland Road, with a secondary exit located at the rear via Monk Close. The front entrances are fitted with an intercom door entry system, residents' key locks, and a firefighter override switch. The rear entrances are accessed via a key-operated lock.



The flats on the first and second floors each have a small, front-facing balcony. The first-floor balconies are enclosed with a brick-built wall, while those on the second floor are fitted with ironwork railings.



The enforcing authority is West Midlands Fire Service. The nearest fire station is Tipton Community Fire Station, located approximately 1.2 miles away.

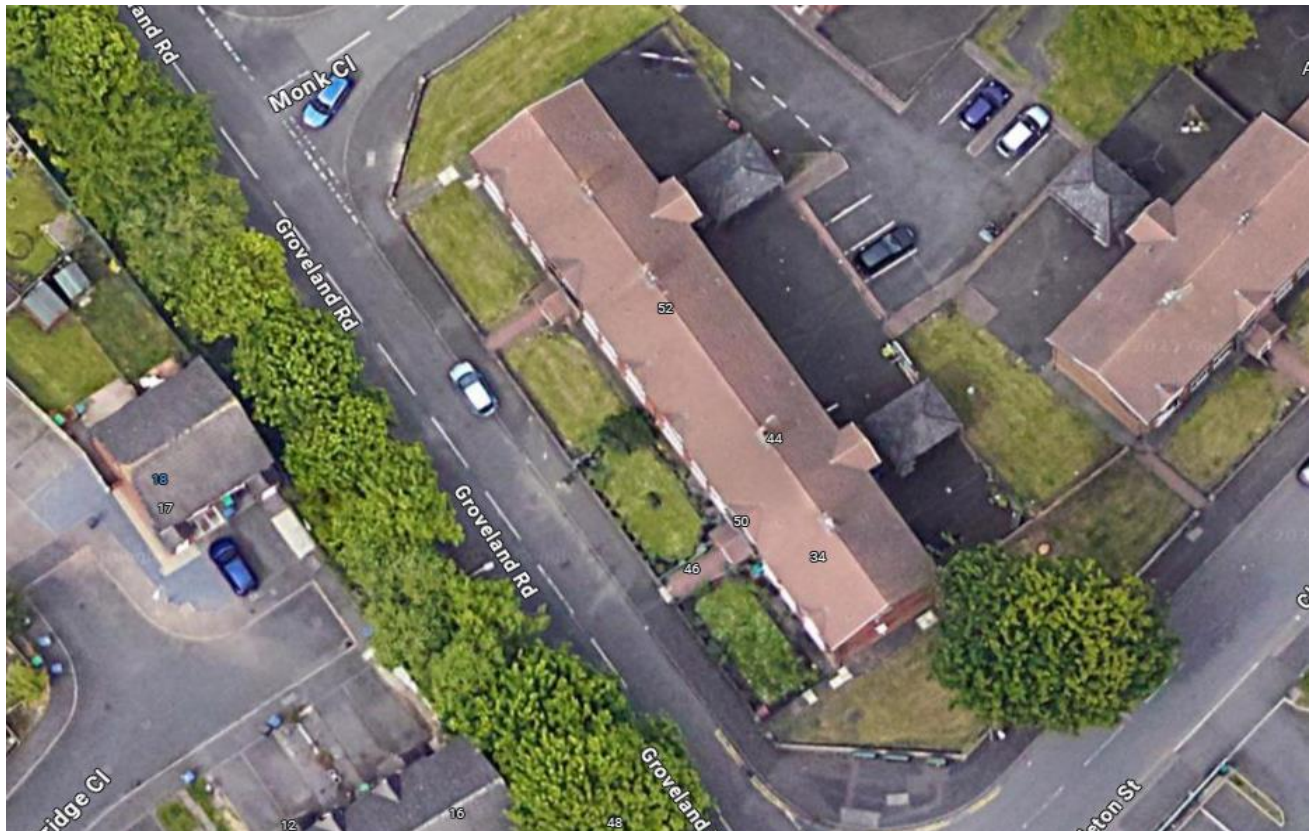
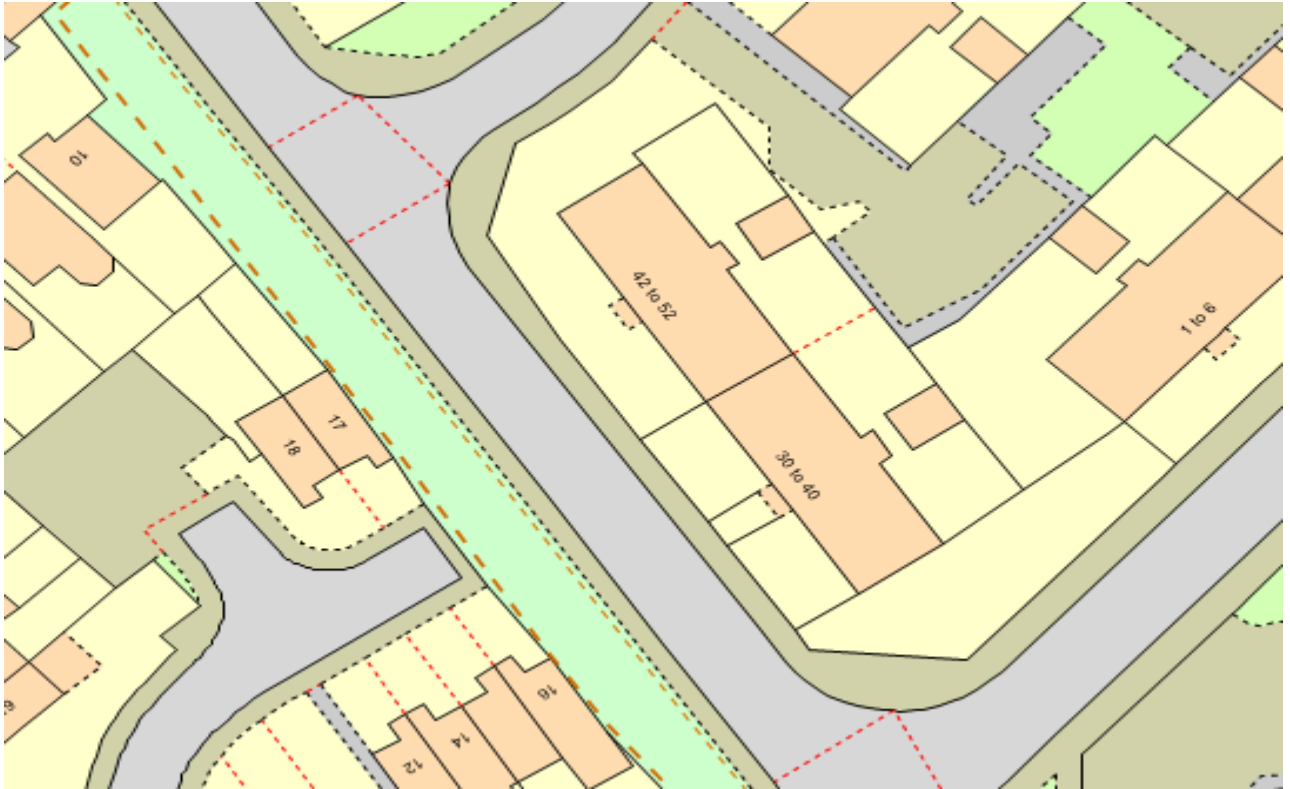
High/Low Rise	Low-Rise
Number of Floors	3
Date of Construction	1963
Construction Type	Traditional brick & concrete
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1 in each block (30-40 + 42-52)
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	None
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 12 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

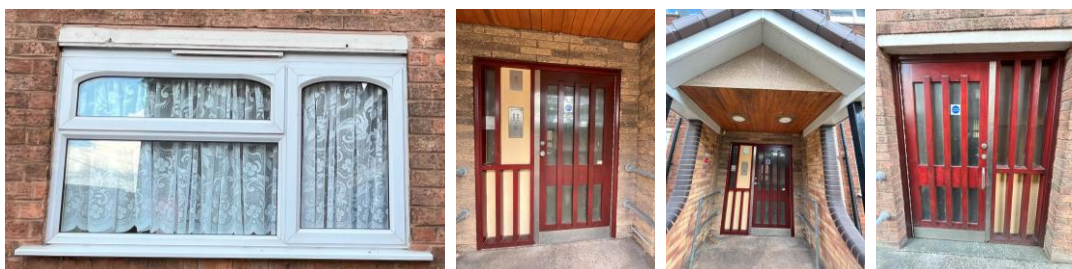
Following the introduction of the Fire Safety Act 2021, consideration needs to be given to the external envelope of the building for any fire risk. This predominantly means the external wall construction including any insulation filler. It also includes balconies and any other fixtures as well as doors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

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

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



- 2) uPVC double glazed units have been installed to each flat and communal stairway. There is a canopied entrance to the block. The canopy roof is a pitched roof with Marley interlocking roof tiles. There is uPVC fascia and soffits installed around the porch front, and timber on the underside with 2 safety/security lights. Entrance & rear door are mainly timber and glass units, with small section of spandrel panelling.



- 3) The flats on the first and second floors each have a small, front-facing balcony. The first-floor balconies are enclosed with a brick-built wall, while those on the second floor are fitted with iron railings.

Some of these balconies have various items stored on them. Due to the low risk these will be ok to stay in place.



Section 7

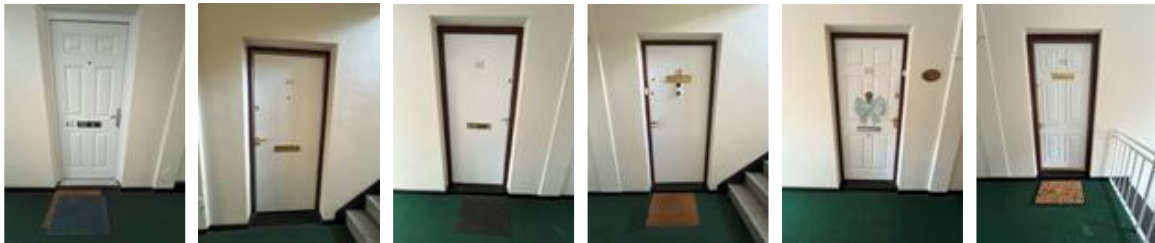
Means of Escape from Fire

- 1) Each property is fitted with a minimum of an LD3 detection system within the flat. See Section 8
- 2) Individual flat doors appear to be a minimum of FD30 rated; there is a mixture of notional timber, uPVC and composite doors sets. Original timber doors should be considered for replacement in the future.

Block 30-40



Block 42-52

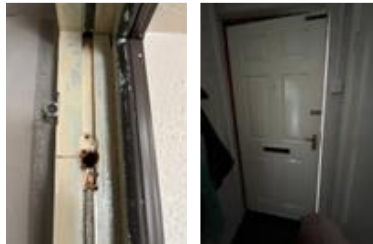


Groveland Road 30-52 (E) BL21220GR25	30-52 Groveland Road;Tipton;West Midlands;;	Intentionally Blank	
Groveland Road 30-52 (E) BL21220GR25	30 Groveland Road;Tipton;West Midlands;;	Composite	Glazed
Groveland Road 30-52 (E) BL21220GR25	32 Groveland Road;Tipton;West Midlands;;	Timber Door FD30s	Not Glazed
Groveland Road 30-52 (E) BL21220GR25	34 Groveland Road;Tipton;West Midlands;;	Timber Door FD30s	Not Glazed
Groveland Road 30-52 (E) BL21220GR25	36 Groveland Road;Tipton;West Midlands;;	Permadoor	Glazed
Groveland Road 30-52 (E) BL21220GR25	38 Groveland Road;Tipton;West Midlands;;	Timber Door FD30s	Not Glazed
Groveland Road 30-52 (E) BL21220GR25	40 Groveland Road;Tipton;West Midlands;;	Timber	Glazed
Groveland Road 30-52 (E) BL21220GR25	42 Groveland Road;Tipton;West Midlands;;	Timber Door FD30s	Not Glazed
Groveland Road 30-52 (E) BL21220GR25	44 Groveland Road;Tipton;West Midlands;;	Timber Door FD30s	Not Glazed
Groveland Road 30-52 (E) BL21220GR25	46 Groveland Road;Tipton;West Midlands;;	Timber Door FD30s	Not Glazed
Groveland Road 30-52 (E) BL21220GR25	48 Groveland Road;Tipton;West Midlands;;	Timber Door FD30s	Not Glazed
Groveland Road 30-52 (E) BL21220GR25	50 Groveland Road;Tipton;West Midlands;;	Timber Door FD30s	Not Glazed
Groveland Road 30-52 (E) BL21220GR25	52 Groveland Road;Tipton;West Midlands;;	Permadoor	Not Glazed

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

a) **Flat 36: No self-closer fitted, install new self-closer**

b) **Flat 46: Frame requires a new intumescent strip and smoke seal due to damage. Also, fire stopping required within the hole in the frame.**



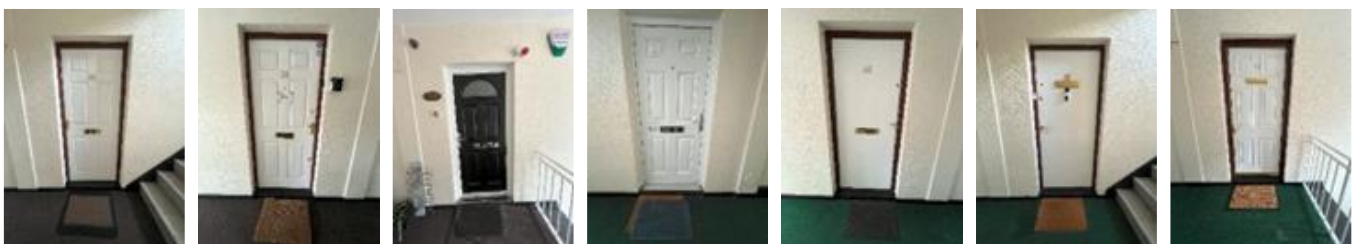
4) **Framework to flat door of flat 34 has a cut through the top left-hand corner. This needs fire stopping.**



5) **Letter box on flat 52 has a gap around the top. The letterbox will require repairing, replacing or fire stopping.**



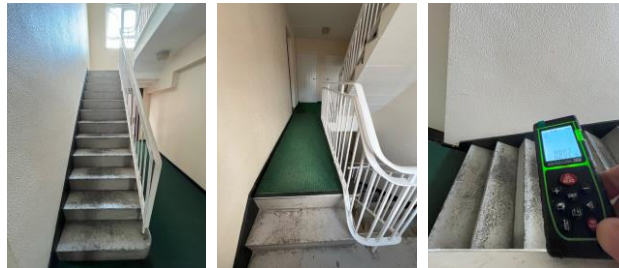
6) **At a number of flat entrances door mats are present; the fire rating is not known on these door mats and are deemed to be low risk.**



- 7) Each flat has access to a storage cupboard situated on the landing. Cupboards do not have fire rated doors but are kept locked.



- 8) Within both blocks each floor is accessed via a single staircase that provides a means of escape and has a width of a minimum of 800mm between the handrails.



- 9) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.



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



- 11) Windows within the communal area on the rear are fitted with openers; these would assist in any ventilation if required.

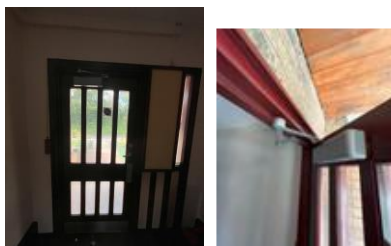


- 12) On the top floor of each block is an extra air vent that would assist in ventilation when required.

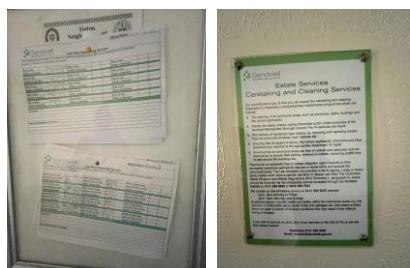


- 13) The means of escape are protected to prevent the spread of fire and smoke. All service cupboards to communal landings are updated timber notional doors with added smoke seal and intumescent strip, they are lockable with 138 lock and include a fire door Keep locked signage, at the time of the Fire Risk Assessment new doors had been added and awaiting to be painted and new signage added.

- 14) The final exit doors are fitted with automatic closing devices. To exit the doors, you do so by using a regular push handle. 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). These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.



- 15) 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.



- 16) Rear exit door in block 42-52 does not close without assistance; levered door handle has to be pulled down to close the door.



- 17) Boxing around cables and pipework is timber and plywood with an external coating (unknown). Previous Fire Risk Assessment mentions that confirmation has been obtained that there is appropriate fire stopping within these areas. Section of boxing in block 42-52 under the door entry system mains box requires repairing ([see section 10/9](#)).

- 18) No emergency lighting is provided to communal landings and stairs. ([Refer to section 9](#)) It is recommended that emergency lighting is added as required under 3.41 of Approved Document B Volume 1. This will be added to observations to be added to future improvement programs.

Definitions Fire Doors.

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

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

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

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

Section

8

Fire Detection and Alarm Systems

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

Based on the sample of properties accessed during the fire risk assessment the smoke alarms within residents' flats are fitted to a minimum of an LD3 standard.

- Flat 36 inspected at the time of the fire risk assessment LD1 installed.
- Flat 46 inspected at the time of the fire risk assessment LD2 installed.

For information

LD1 all rooms except wet rooms

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

LD3 Hallway only

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

Section 9

Emergency Lighting

- 1) These premises have no emergency lighting. It is recommended that emergency lighting is added as required under 3.41 of Approved Document B Volume 1, page 35.

ONLINE VERSION

B1

Lighting of common escape routes

3.41 Except for two storey blocks of flats, all escape routes should have adequate artificial lighting. If the mains electricity power supply fails, escape lighting should illuminate the route (including external escape routes).

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

Section 10

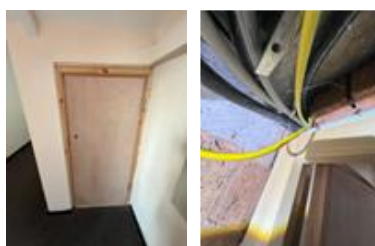
Compartmentation

This section should be read in conjunction with Section 4

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

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

- 2) The building is designed to provide as a minimum 1-hour vertical and vertical fire resistance.
- 3) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put -Unless policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them or if they are advised to evacuate by the emergency services.
- 4) The existing fire-stopping measures are fit for purpose, and a cyclical programme is in place to ensure that the fire-stopping has not been compromised by third parties and to make enhancements where necessary.
- 5) A variety of methods / materials have been used to achieve fire-stopping such as intumescent mastic around penetrations.
- 6) All service cupboards to communal landings are FD30s rated and lockable with 138 locks and include a "Fire door Keep locked" signage. The service doors within these blocks require signage added to them see section 12/1.
 - a) **Within block 30-40 the service cupboard requires fire stopping where the cables run through to trunking.**



- b) Within block 42-52 the service cupboard requires fire stopping where the cables run through to trunking.**



- 7) Individual flat doors appear to be FD30s rated, there is a mixture of notional timber, uPVC and composite door sets. Original timber doors should be considered for replacement in the future.
- 8) On the top floor there is a timber loft hatch door. This hatch is not fire rated and would recommend being upgraded with future refurbishment, due to the communal area being sterile it is low risk. The hatch door is to be kept padlocked at all times. At the time of the Fire Risk Assessment the loft areas were inspected, and all fire stopping was in place within the loft space.



- 9) In block 42-52, beneath the door entry system mains box, the casing around the cables requires repair as the front panel is hanging loose, leaving the cables inside exposed.**



Section 11

Fire Fighting Equipment

- 1) There is no firefighting equipment on this premises.
- 2) Nearest fire hydrant is indicated within the attached plan



Section 12

Fire Signage

- 1) Fire door keep shut signs are displayed on the entrance and exit doors. The service cupboards should display “Fire Door Keep locked” Due to door upgrades no signage is being displayed at the time of the fire risk assessment.

- a) **Block 30-40: Fit ‘Fire Door Keep Locked’ signage.**
b) **Block 42-52: Fit ‘Fire Door Keep Locked’ signage.**



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



- 3) Directional fire signage is not displayed throughout the building. The absence of such signage is not necessarily due to the building not having a complex layout.

Section 13

Employee & Resident Training/Provision of Information

- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking teams are not currently trained in the effective use of fire extinguishers.
- 4) Fire safety has been provided as part of tenancy pack.
- 5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.

Section 14

Sources of Ignition

- 1) Smoking is prohibited on entrance and within any communal parts of the building in line with Smoke Free England legislation.
- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager.
- 4) The fixed electrical installation shall be tested every 5 years. The date of the last EICR was 22/12/2022. This was at the time unsatisfactory due to one C2 raised. The C2 has been rectified and makes the EICR satisfactory.

BS 7671
This report is not valid unless the person responsible has been instructed.

4200221 19918
ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671:2018. Requirements for Electrical Installations.

PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND DETAILS OF THE CLIENT

Contractor: **BS 7671** Details of the Client: **BS 7671**

Installation: **BS 7671** Details of the Installation: **BS 7671**

Address: **BS 7671** Details of the Address: **BS 7671**

Postcode: **BS 7671** Details of the Postcode: **BS 7671**

Tel No: **BS 7671** Details of the Tel No: **BS 7671**

PART 2: PURPOSE OF THE REPORT

Reason for which this report is required: **BS 7671**

Report to be issued to: **BS 7671**

PART 3: SUMMARY OF THE CONDITION OF THE INSTALLATION

Overall condition of the installation: **BS 7671**

Summary of the condition of the installation: **BS 7671**

PART 4: DECLARATION

Declaration: **BS 7671**

INSPECTION AND TESTING

Inspection and testing: **BS 7671**

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE APPROVED CONTRACTOR

Reviewed by: **BS 7671**

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE APPROVED CONTRACTOR

Reviewed by: **BS 7671**

MINOR ELECTRICAL INSTALLATION WORKS CERTIFICATE

Registration No: **BS 7671** Details of the Registration: **BS 7671**

Trading Title: **BS 7671** Details of the Trading Title: **BS 7671**

Address: **BS 7671** Details of the Address: **BS 7671**

Postcode: **BS 7671** Details of the Postcode: **BS 7671**

Tel No: **BS 7671** Details of the Tel No: **BS 7671**

DETAILS OF THE WORK DONE, SUPPLY CHARACTERISTICS AND TEST ARRANGEMENTS

Work Done: **BS 7671** Details of the Work Done: **BS 7671**

Supply Characteristics: **BS 7671** Details of the Supply Characteristics: **BS 7671**

Test Arrangements: **BS 7671** Details of the Test Arrangements: **BS 7671**

CIRCUIT DETAILS

Circuit Details: **BS 7671** Details of the Circuit Details: **BS 7671**

TEST RESULTS

Test Results: **BS 7671** Details of the Test Results: **BS 7671**

COMMENTS

Comments: **BS 7671** Details of the Comments: **BS 7671**

CERTIFICATE

Certificate: **BS 7671** Details of the Certificate: **BS 7671**

- 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. There are external gas risers on the property.



- 7) The blocks service cupboards are located on the ground floor and consist of an FD30s fire rated door. All cupboards should be free from any combustibles.

Within the service cupboard of block 42 – 52, there has been a few charity bags thrown in. Email sent to housing manager 10/09/2025 to resolve the issue. *Resolved*



Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) The refuse bin is located to the rear of the main building, within a purpose-built brick structure. Rubbish is disposed of via a bin chute, as the bin is kept behind a closed door.

Block 42–52, the chute is currently inaccessible due to numerous items being stored on the steps leading to it. Email sent to the housing manager on the 09/10/2025 to investigate and look to get items relocated. *Resolved*



- 3) Regular checks are carried out by Caretakers to 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 key and door entry system to the front and the rear.
 - 3) There is no current evidence of arson.
 - 4) 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) Residents should not store flammable liquids or gas cylinders on site.
- 4) No Flammable liquids stored on site by Caretakers / Cleaners.
- 5) Residents have individual storage cupboard internally and externally which they keep secured by means of own keys.



Section 19

Additional Control Measures. Fire Risk Assessment - Action Plan

Significant Findings.

Action Plan

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

Trivial ☒ Tolerable ☐

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

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

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

P4 Arrange and complete exceeding 6 months under programmed work



Fire Risk Assessment Action Plan



Name of Premises or Location:

Groveland Road 30-40, 42-52

Date of Action Plan:

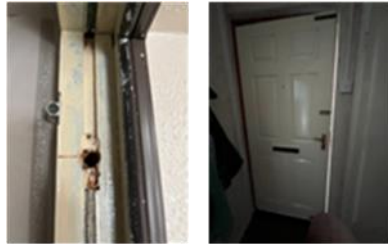
13/10/2025

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/3a	Flat 36: Fit self closer		P2	Within 1-3 months Fire Rapid Response	

Fire Risk Assessment

7/3b	Flat 46: Replace missing intumescent strip and fire stop hole		P2	Within 1-3 months Fire Rapid Response	
7/4	Flat 34: Repair door frame		P2	Within 1-3 months Fire Rapid Response	
7/5	Flat 52: Fire stop letter box, or re-fit		P2	Within 1-3 months Fire Rapid Response	

Fire Risk Assessment

7/16	Block 42-52 - Rear final exit door: Levered handle needs pulling down to close.		P2	Within 1-3 months CCTV	
10/6a	Block 30-40: Fire stop around cables in service cupboard.		P2	Within 1-3 months Fire Rapid Response	
10/6b	Block 42-52: Fire stop around the cables within the service cupboard		P2	Within 1-3 months Fire Rapid Response	

Fire Risk Assessment

10/9	Block 42-52: Repair boxing around cables. Under the rear door entry system box.		P2	Within 1-3 months Fire Rapid Response	
12/1a	Block 30-40: Fit 'Fire Door Keep Locked' signage		P2	Within 1-3 months Caretaker	
12/1b	Block 42-52: Fit 'Fire Door Keep Locked' signage		P2	Within 1-3 months Caretaker	

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).

- Install emergency lighting in future improvement programs, as required under 3.41 of Approved Document B Volume 1 for 3 storey buildings.
- Replace existing loft hatch door for a fire rated door in future refurbishments.

Signed

	Fire Risk Assessor	Date:13/10/2025
	Building Safety Manager	Date: 13/10/2025

Appendix 1

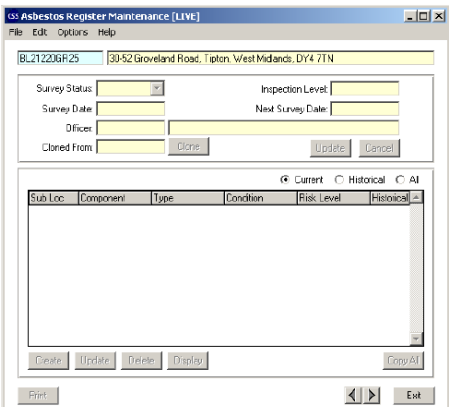
Significant Hazards on Site and Information to be Provided for the Fire Service

Name of property: 30 - 40, 42 – 52 Groveland Road

Premise Manager: Rachel Price

Tel. No.: 0121 569 2975

Hazard	Location	Information/Comments
An asbestos survey has been undertaken and is held by S.M.B.C. Investment Division (Tel:- 0121 569 5077).		

Asbestos Survey		Property Address		30-40 Groveland Road, Tipton. DY4 7TN.				✓ Office use	
Surveyed by		Gary Carrington		Date		13/02/20		Checked by	
								DEREK STILL	
								Date	
								17/02/2020	
Reason for request		HSG 264 - Survey Report Type		Property Description		Desktop Check		✓	
Investment Void		Refurbishment Survey		3 Storey Low Rise Flats		Site Check			
Investment Tenanted		Management Survey				✓			
R & M Void		SHAPE Interrogated.				✓			
R & M Tenanted		No Existing SHAPE Data.				✓			
Medical / Emergency - Heating Works		Existing SHAPE Data.							
Communal Areas		✓		Refurb Surveys Interrogated ?		Year Built		1962	
				Notes / including details of similar property surveys completed.					
				Building Surveyors 0121 569 5077 Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES					

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 complements the survey & report process it does not substitute the Refurbishment & Demolition Survey.

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

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

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Fire Risk Assessment

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.