

Fire Risk Assessment

13-18

**Willow Close,
Cradley Heath,
B64 6EG**



Date Completed: 10/10/2025

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

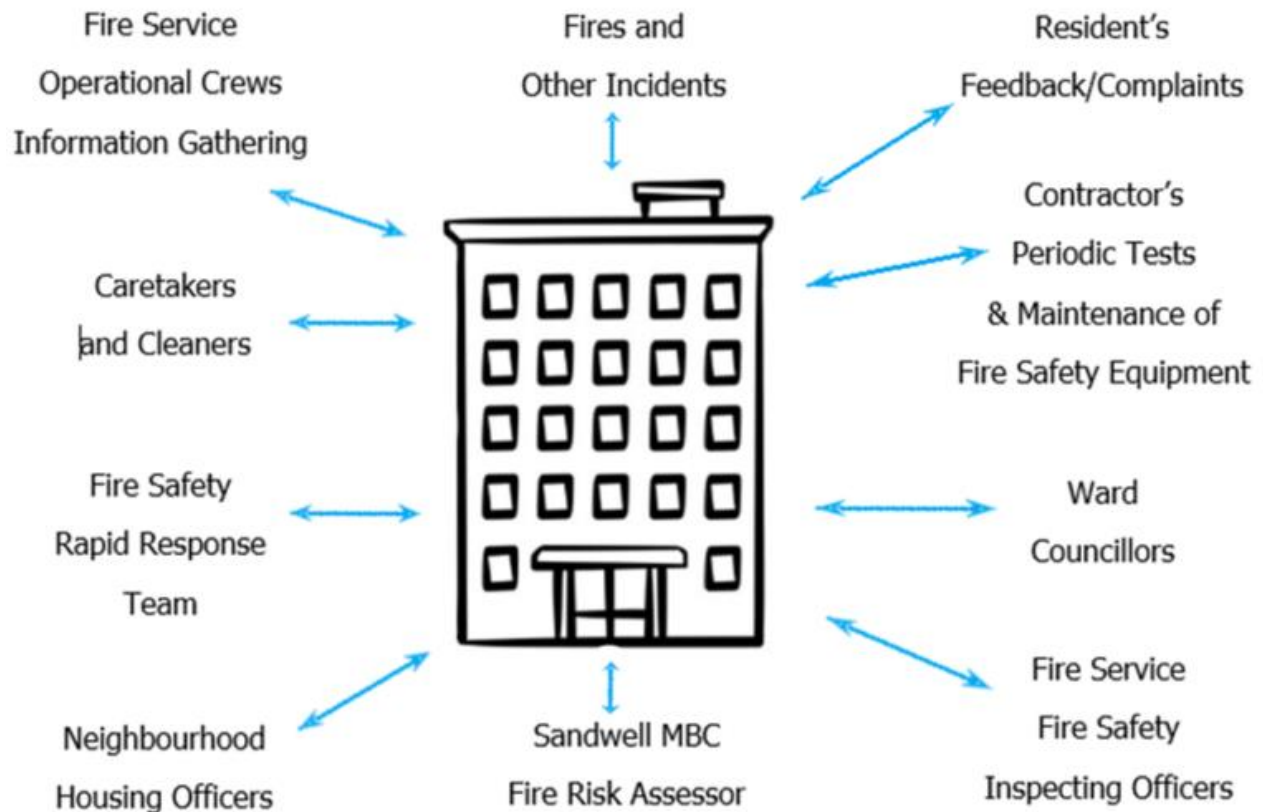
The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA).

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.

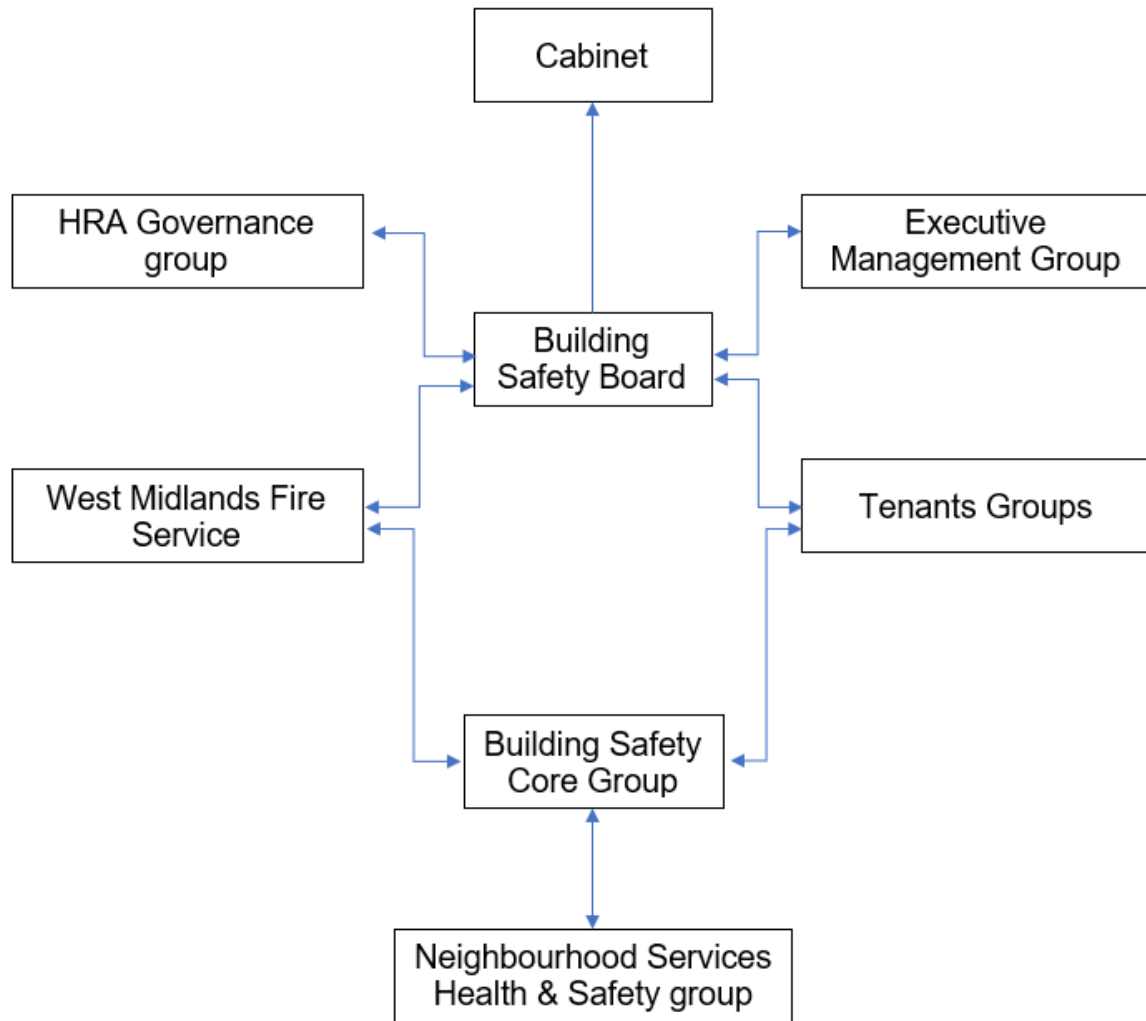
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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 constructed with brick cavity walls, with uPVC double-glazed units fitted to the flats. The roof is covered with flat concrete interlocking tiles, and uPVC soffits and fascia boards have been installed. There is an enclosed porch entrance to the block, built of brick, comprising two timber doors - one providing access to the block and the other leading to the bin room.	Trivial

Section 7	Means of Escape from Fire Each property is fitted with a minimum LD3 detection system within the flat. Each property has minimum a timber FD30 notional door fitted. Self-closers are fitted to the communal side of flat doors within this block. Flat 14,15 & 17 require fire safety upgrades adding to the doors. There is a single central staircase offering adequate means of escape with front and rear final exits doors, with lever handle openings. All communal hallway floors are hard flooring. Emergency lighting is fitted to the head of each landing. Additional lighting is available from windows and standard lights.	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 These premises are fitted with emergency lighting at the head of the stairways. Due to the building height emergency lighting is a requirement under 3.41 of Approved Document B Volume 1, page 35.	Trivial

Section 10	Compartmentation Cleaner's cupboard is fitted with FD30s rated doors and are lockable with 054 locks and include 'Fire Door Keep Locked' signage. Bin chute room is fitted with FD30s rated doors and include 'Fire Door Keep Shut' signage. Ceiling board within the bin room needs refixing and fire stopping Electric meter cabinet outside flat 15 requires replacing due to damage. Electric service cupboard outside at the rear requires fire stopping around the cables	Tolerable
Section 11	Fire Fighting Equipment The premises have no provision for firefighting equipment.	Trivial
Section 12	Fire Signage A 'Fire Door – Keep Locked' sign is required on the electrical service cupboard. In the rest of the block, sufficient 'Fire Door – Keep Shut/Locked' and 'No Smoking' signs are already in place.	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 23/05/2024.	Trivial
Section 15	Waste Control Caretakers undertake regular checks and waste bin is stored within a room fitted with a chute and fire doors.	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. Arson has taken place at the rear of the premise with fire damage to the fob reader.	Trivial
Section 18	Storage Arrangements Residents should not store fuel or LPG Cylinders in their home or storage facilities.	Trivial

Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

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

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

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

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

After conducting a Type 1 fire risk assessment at 13-18 Willow Close, I conclude that the likelihood of a fire is medium prior to the implementation of the action plan, owing to the normal fire hazards identified within the assessment.

Considering the use of the premises and the occupants within the block, the potential consequences for life safety in the event of a fire would be slight harm. This is because all flats appear to be fitted with a minimum FD30 rated original notional timber 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.

Emergency lighting is present within the premise. Lighting is also obtained from the landing windows and standard lights.

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.

Access was gained to flats 14, 15 and 17.

Properties assessed at the time of the Fire Risk Assessment require repairs to fully bring their entrance doors up to full fire safety compliance.

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

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.

13-18
Willow Close
Cradley Heath
B64 6EG



The three-storey low-rise end-terraced block, constructed in 1968, utilises traditional brick cavity and concrete construction. The pitched roofs are finished with flat concrete interlocking roof tiles. The block comprises two flats per floor, totalling six flats, all equipped with uPVC windows.



The front entrance features a porch with a pitched roof covered in flat concrete tiles, with uPVC fascia and soffits. The porch contains the main entrance door, which is timber, self-closing, with glass panels and a spandrel section on the side, as well as a second timber door that provides access to the refuse chute room. This room is secured with a padlock and stores the metal wheelie bin.



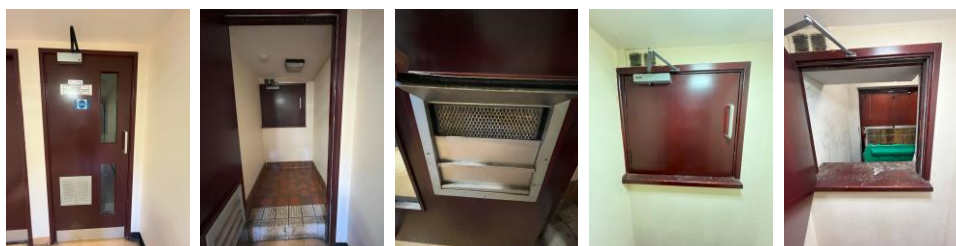
The main entrance to the block is accessed off Willow Close, with a secondary exit located at the rear. The front entrance is fitted with an intercom door entry system, fob access and a firefighter override switch. The rear entrance is accessed via fob only. Entrance can also be gained by a concierge.



The building has a dedicated central staircase leading to the final exit doors. Prior to reaching these final exits, there are FD30s fire doors positioned to create small lobby area between the fire door and the fire exit at both the front and rear of the property. The final exit doors are fitted with self-closers and have levered handles for easy evacuation, ensuring adequate escape routes.



Residents' refuse is disposed of through an FD30s fire door on the ground floor, which is also fitted with an intumescent vent. Behind this fire door is a small, self-closing FD30s fire door that provides access to the bin chute.



The block is monitored by CCTV that is situated on the outside of the building



The enforcing authority is West Midlands Fire Service.

The nearest fire station is Haden Cross Fire Station, located approximately 0.7 miles away.



High/Low Rise	Low-Rise
Number of Floors	3
Date of Construction	1968
Construction Type	Traditional brick & concrete
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1
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 6 flats

Visitors,

Sandwell MBC employees,

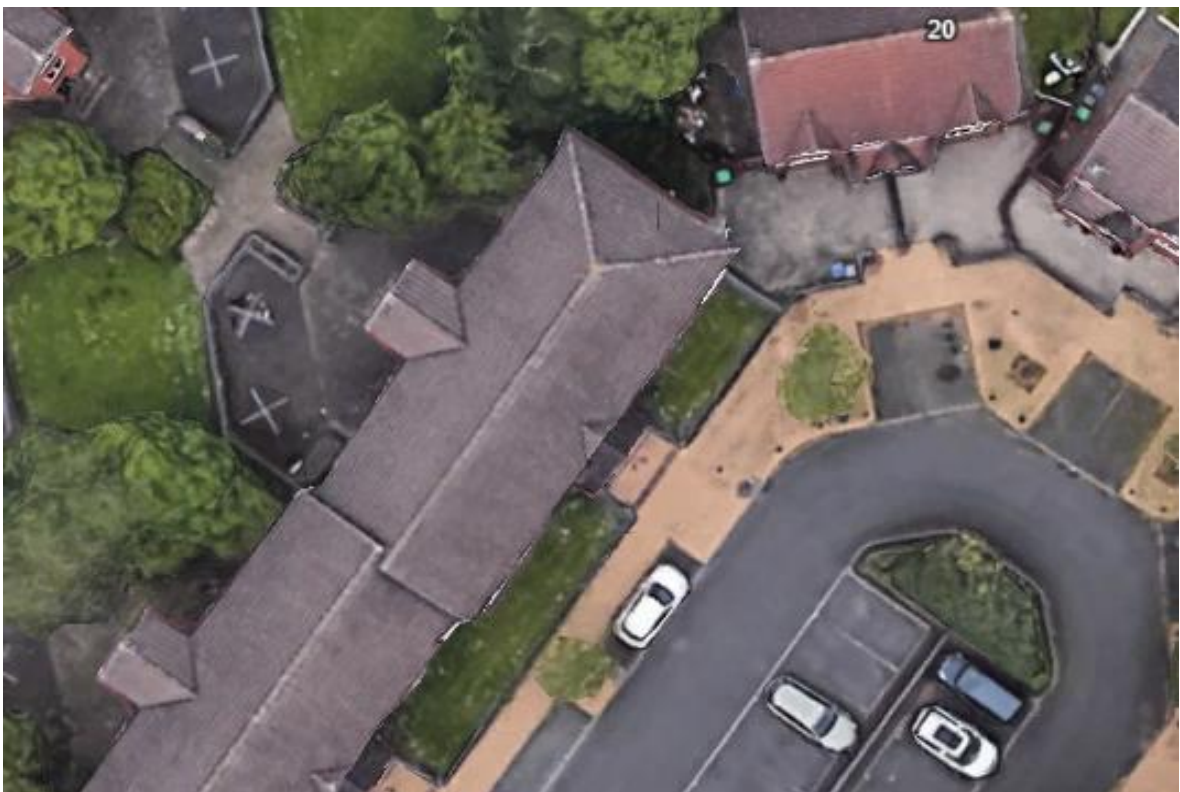
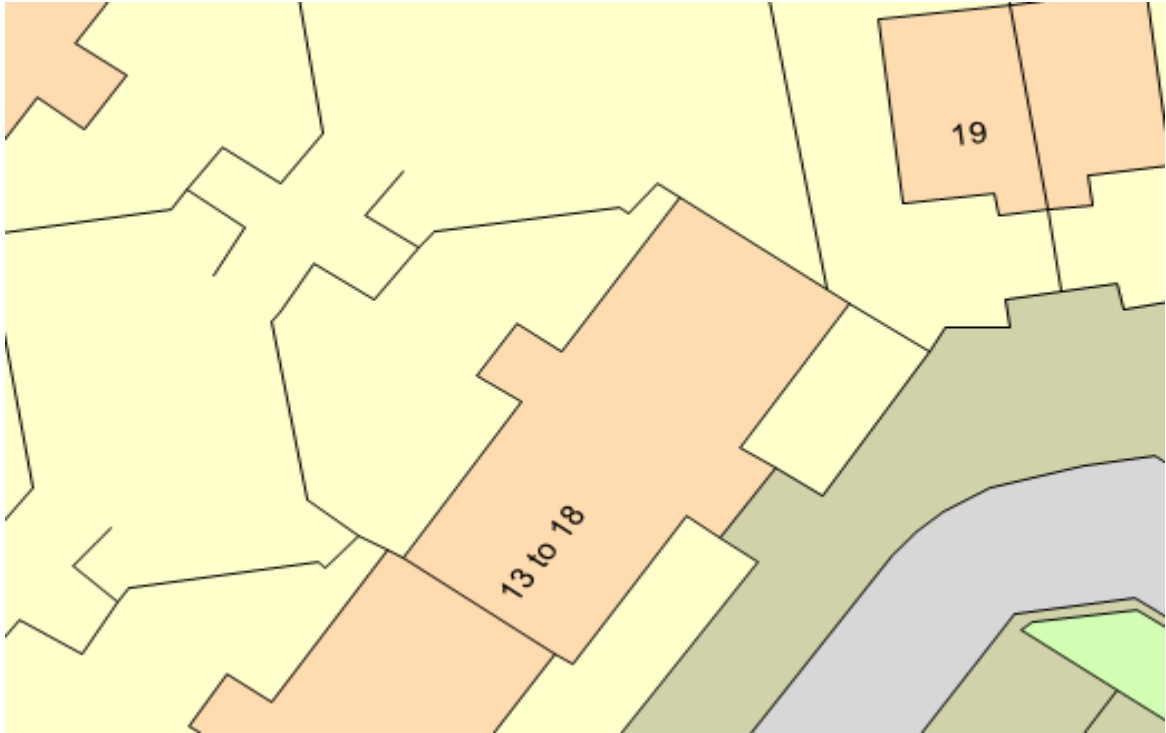
Contractors,

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 flat concrete interlocking roof tiles on the roof.



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



Section

7

Means of Escape from Fire

- 1) The building is designed to provide as a minimum 1-hour vertical and vertical fire resistance.
- 2) 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.
- 3) Each property is fitted with a minimum of an LD3 detection system within the flat. [See Section 8](#)
- 4) Each property has the protection of a minimum of a notional FD30 rated door; self-closers are fitted to the external part of the door.



Willow Close 13-18 (O&E)	BL53285WI05	13 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Willow Close 13-18 (O&E)	BL53285WI05	14 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Willow Close 13-18 (O&E)	BL53285WI05	15 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Willow Close 13-18 (O&E)	BL53285WI05	16 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Willow Close 13-18 (O&E)	BL53285WI05	17 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Willow Close 13-18 (O&E)	BL53285WI05	18 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed

- 5) The following flat doors were accessed at the time of the fire risk assessment to make sure fire safety door furniture was in place and working.

a) Flat 14: Fit smoke seals to the frame



- b) Flat 15: Intumescent strip had been wall papered over. Resident removed this at the time of the visit. Fit smoke seal to the frame**



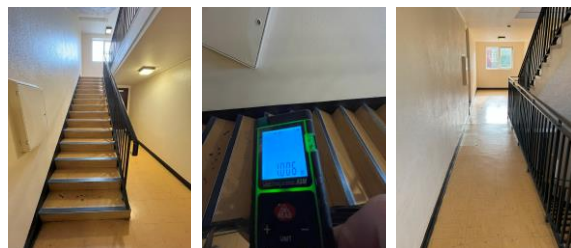
- c) Flat 17: Smoke seal and intumescent strip required within the frame. Check gap around the door as gap was large at the time of visit**



- 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) Within the block each floor is accessed via a single staircase that provides a means of escape and has a width of a minimum of 1000mm between the handrails.



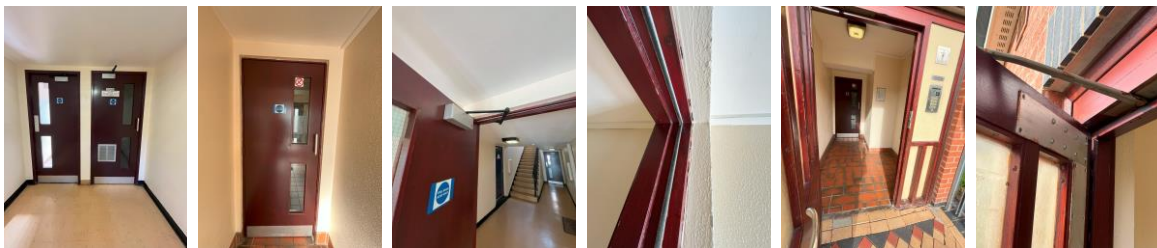
8) Corridors and landings are at least 1050mm in width and are kept clear.



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



10) The means of escape are protected to prevent the spread of fire and smoke. There is an FD30s fire door prior the final exit door of the block at the front and rear of the block. These 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.



- 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) Emergency lighting is provided to communal landings and stairs as this is required under 3.41 of Approved Document B Volume 1.
[\(Refer to section 9\)](#) Landing windows and standard lighting units also supply light within the communal areas.



- 13) Furthest travel distance from flat door to the top of the stairs in 5.5 metres



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 14 inspected at the time of the fire risk assessment LD2 installed.
- Flat 15 inspected at the time of the fire risk assessment LD1 installed.
- Flat 17 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 been fitted with emergency lighting at the head of the stairways. Emergency lighting is a requirement under 3.41 of Approved Document B Volume 1, page 35.

ONLINE VERSION

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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 and windows to assist in lighting the communal areas also



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.

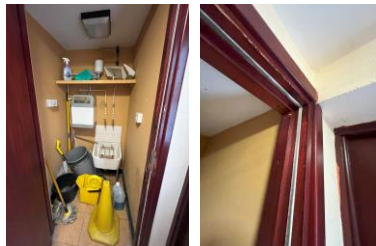
6) Bin chute room refix the ceiling board and fire stopping required



- 7) Bin chute room is fitted with 2 FD30s doors on the communal side of the block. There is a full-size door which also has installed within it an intumescent vent. After this door is a small hatch door, both doors are fitted with self-closers.

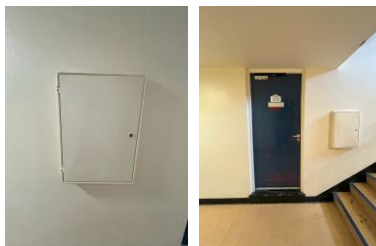


- 8) Flats are fitted with a minimum of timber notional FD30 doors. A number of flat doors were assessed at the time of the visit. See section 7/5
- 9) On the ground floor next to the rear final exit door is situated a storeroom that is used by the cleaner. This room is fitted with an FD30s door that is locked with a 054 lock.



- 10) On the top floor of each block there is a loft hatch. At the time of the Fire Risk Assessment, the loft areas were not inspected, so cannot say these areas are free of hazards or that they comply fully with fire safety standards. It is recommended that these areas be inspected and kept secure to ensure they do not pose a fire risk or hinder evacuation procedures.

- 11) Outside each flat is situated a fire rated electric meter overbox. These are locked with a budget key.



a) Electric meter overbox outside flat 15 requires replacing or fire stopping due to damage to the case



- 12) At the rear of the premises in the courtyard the service cupboard is located. This cupboard is locked with a 054 lock, and the door is an FD30s. **Fire stopping required within this cupboard where the cables pass through the structure.** Fire Door Keep Locked signage required on the door, see section 12



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.

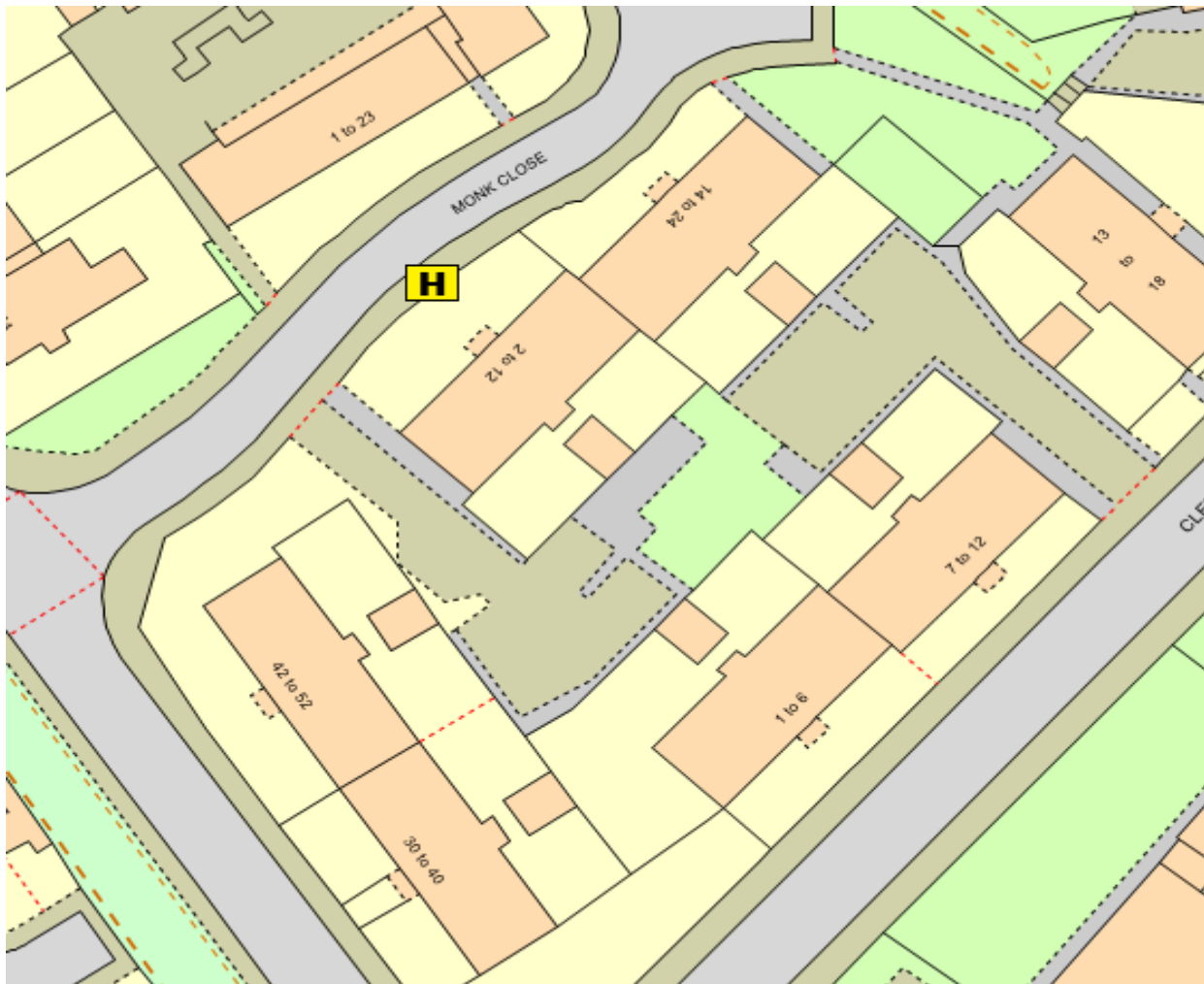
Nominal fire door – A fire door that may meet the standards specified within the building regulations but has not been awarded the official certification of doors manufactured and evaluated by an accredited, third-party testing unit and approved formally with the relevant certificates and documentation.

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 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 cupboard requires "Fire Door Keep locked" fitted



- 2) 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 23/05/2024.

The screenshot shows a standard EICR form. Key details visible include:

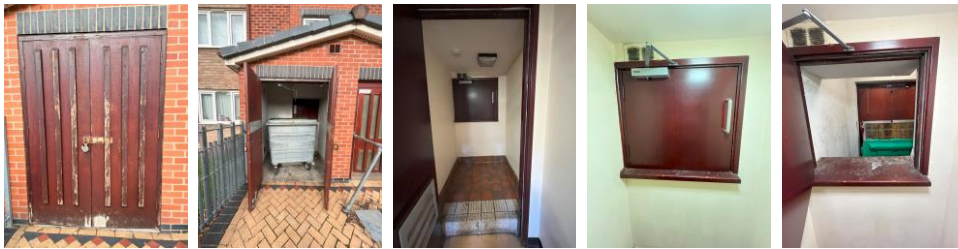
- Section 1: Details of the Contractor, Client and Installation**
 - Contractor: [Name], Address: [Address], Tel: [Phone Number]
 - Client: [Name], Address: [Address], Tel: [Phone Number]
 - Installation: [Details of the installation]
- Section 2: Purpose of the Report**
 - Reported by: [Name]
 - Reported on: [Date]
 - Reported at: [Address]
- Section 3: Summary of the Condition of the Installation**
 - Overall condition: [Summary of findings]
 - Summary of observations: [List of observations]
- Section 4: Declaration**
 - Declaration by the contractor: [Signature and date]
 - Declaration by the client: [Signature and date]

- 5) Portable heaters are not allowed in any common parts of the premises.
- 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.
- 7) The blocks service cupboard is located in the courtyard at the rear of the block and consist of an FD30s fire rated door. Service cupboard should be free from any combustibles.
- 8) Electric Meters are situated within the communal areas and kept within a fire rated cabinet which should be locked and not to have any damage. See section 10/11

Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) The refuse bin is located at the front of the block within a room next to the blocks front entrance. Rubbish is disposed of via a bin chute from within the block, the bin is kept in its own room.



- 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 evidence of arson at the rear of premise. **The fob reader has been set on fire and small amount of burning around the 'No smoking' signage at the rear door. Replace the fob unit**



- 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.
-

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:

Willow Close 13-18

Date of Action Plan:

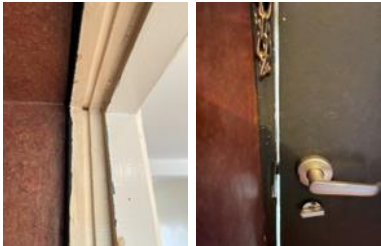
XX/10/2025

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/5a	Flat 14: Fit smoke seals to the frame		P2	Within 1-3 months Fire Rapid Response	

Fire Risk Assessment

7/5b	Flat 15: Intumescent strip had been wall papered over. Resident removed this at the time of the visit. Fit smoke seal to the frame		P2	Within 1-3 months Fire Rapid Response	
7/5c	Flat 17: Smoke seal and intumescent strip required within the frame. Check gap around the door as gap was large at the time of visit		P2	Within 1-3 months Fire Rapid Response	
10/6	Bin chute room refix the ceiling board and fire stopping required		P2	Within 1-3 months Fire Rapid Response	

Fire Risk Assessment

10/11a	Electric meter overbox outside flat 15 requires replacing or fire stopping due to damage to the case		P3	Within 3-6 months Electrical	
10/12	Fire stopping required within this cupboard where the cables pass through the structure.		P2	Within 1-3 months Fire Rapid Response	
12/1	The service cupboard requires "Fire Door Keep locked" fitted		P2	Within 1-3 months Caretaker	

Fire Risk Assessment

17/3	Replace fob reader at the rear of the premises, damage due to arson		P3	Within 3-6 months CCTV	
------	---	---	----	---------------------------	--

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).

Signed

	Fire Risk Assessor	Date: XX October 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: 13-18 Willow Close

Updated: 09/04/2025

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).		



CERTIFICATE OF ANALYSIS

Asbestos Fibre Identification in Bulk Sample

Client Address: Sandwell MBC (formerly Homes)
Building Services
Direct 2 Trading Estate
Roway Lane
Oldbury
West Midlands
B89 3ES

Site Address: 13-18 Willow Close
Cradley Heath
B64 6EG

Samples Received: 02/04/2025

Issue Date: 09/04/2025

Order Placed By: Dean Harding

Sampled By: Jack Baldwin

Analysed on: 08/04/2025 & 09/04/2025

Authorised Signatory:

Job Title: Laboratory Analyst

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

Report No.: J420706

Date Analysed:	Lab Ref.:	Site Ref.:	Room:	Sample Reference:	Analysis Result:	Analyst:
08/04/2025	RD001038	-	02 - Landing/Stairs	Textured coating to plaster to concrete walls	No Asbestos Detected	Amelia Brown
08/04/2025	RD001039	-	02 - Landing/Stairs	Thermoplastic tiles to bitumen adhesive to concrete floor	No Asbestos Detected in tile or adhesive	Amelia Brown
08/04/2025	RD001040	-	02 - Landing/Stairs	Insulating board boxing	No Asbestos Detected	Amelia Brown
08/04/2025	RD001041	-	02 - Landing/Stairs	Insulating board packers	No Asbestos Detected	Amelia Brown

TEST NOTES: The test method is as described in the in-house method (Appendix 7, Quality Manual), based on HSG248. "Crocidolite", "Amosite" and "Chrysotile" are more commonly known as "blue", "brown" and "white" asbestos respectively. "Actinolite", "Anthophyllite" and "Tremolite" are other rarer forms of asbestos. Bradley Environmental Consultants Limited is not responsible for sampling errors where the sample is provided by yourselves. Materials that have been referred to as Asbestos Insulating Board or Asbestos Cement are based on their asbestos content and visual appearance alone (these opinions are not covered by our UKAS accreditation), water absorption tests have not been carried out unless otherwise stated. Reported results relate only to the items tested. Samples are retained for a minimum of six months. The report should not be reproduced except in full, without written approval of the laboratory.

Analysed at:

Head Office:
20 Stourbridge Road,
Halesowen, West Midlands
B63 3US
Tel: 0121 550 0224
Email: sales@bradley-enviro.co.uk



Registered Office: Bradley Environmental Consultants Limited, 20 Stourbridge Road, Halesowen, West Midlands, B63 3US. Registered in England No. 02573757



Opinions and interpretations including the sample reference are outside the scope of UKAS accreditation						
Report No.: J420706						
Date Analysed:	Lab Ref.:	Site Ref:	Room:	Sample Reference:	Analysis Result:	Analyst:
09/04/2025	RD001042	-	03 - Landing/Stairs	Textured coating to plaster to concrete walls	No Asbestos Detected	Amelia Brown
09/04/2025	RD001043	-	03 - Landing/Stairs	Thermoplastic tiles to bitumen adhesive to concrete floor	No Asbestos Detected in tile or adhesive	Amelia Brown
09/04/2025	RD001044	-	03 - Landing/Stairs	Insulating board packers	No Asbestos Detected	Amelia Brown
09/04/2025	RD001045	-	03 - Landing/Stairs	Textured coating to concrete ceiling	No Asbestos Detected	Amelia Brown
09/04/2025	RD001046	-	04 - Lobby	Textured coating to plaster to concrete walls	No Asbestos Detected	Amelia Brown
09/04/2025	RD001047	-	04 - Lobby	Thermoplastic tiles to bitumen adhesive to concrete floor	No Asbestos Detected in tile or adhesive	Amelia Brown
09/04/2025	RD001048	-	04 - Lobby	Insulating board packers	No Asbestos Detected	Amelia Brown
09/04/2025	RD001049	-	05 - Front Entrance	Insulating board boxing	No Asbestos Detected	Amelia Brown
09/04/2025	RD001050	-	10 - Bin Cupboard	Insulating board panels	No Asbestos Detected	Amelia Brown

TEST NOTES: The test method is as described in the in-house method (Appendix 7, Quality Manual), based on HSG248. "Crocidolite", "Amosite" and "Chrysotile" are more commonly known as "blue", "brown" and "white" asbestos respectively. "Actinolite", "Anthophyllite" and "Tremolite" are other rarer forms of asbestos. Bradley Environmental Consultants Limited is not responsible for sampling errors where the sample is provided by yourselves. Materials that have been referred to as Asbestos Insulating Board or Asbestos Cement are based on their asbestos content and visual appearance alone (these opinions are not covered by our UKAS accreditation), water absorption tests have not been carried out unless otherwise stated. Reported results relate only to the items tested. Samples are retained for a minimum of six months. The report should not be reproduced except in full, without written approval of the laboratory.

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Opinions and interpretations including the sample reference are outside the scope of UKAS accreditation						
Report No.: J420706						
Date Analysed:	Lab Ref.:	Site Ref:	Room:	Sample Reference:	Analysis Result:	Analyst:
09/04/2025	RD001051	-	10 - Bin Cupboard	Insulating board panel	No Asbestos Detected	Amelia Brown
09/04/2025	RD001052	-	11 - External	Asbestos Mastic	Chrysotile	Amelia Brown

TEST NOTES: The test method is as described in the in-house method (Appendix 7, Quality Manual), based on HSG248. "Crocidolite", "Amosite" and "Chrysotile" are more commonly known as "blue", "brown" and "white" asbestos respectively. "Actinolite", "Anthophyllite" and "Tremolite" are other rarer forms of asbestos. Bradley Environmental Consultants Limited is not responsible for sampling errors where the sample is provided by yourselves. Materials that have been referred to as Asbestos Insulating Board or Asbestos Cement are based on their asbestos content and visual appearance alone (these opinions are not covered by our UKAS accreditation), water absorption tests have not been carried out unless otherwise stated. Reported results relate only to the items tested. Samples are retained for a minimum of six months. The report should not be reproduced except in full, without written approval of the laboratory.

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END OF REPORT



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9.0 Risk Assessment Algorithms

Once an asbestos item has been identified, Regulation 4 of CAR2012 requires that a risk assessment be undertaken on the material. The risk assessment contained within this report is based on the **material assessment algorithm**, as defined in HSG264, and the **likelihood of disturbance algorithm** which is *part* of the priority assessment as defined in HSG227.

The score for each assessment is added together to provide an **overall risk rating** based on the material's ability to release airborne fibre *and* the risk of it being disturbed. This overall risk category is shown in section 9.3.

9.1 Material Assessment

The material assessment algorithm provides a numerical indication of the ability of an ACM to release airborne asbestos fibre, if disturbed. A risk category score of between 2 and 12 is assigned to each ACM as shown below:

- < 5 Very low hazard
- 5 & 6 Low hazard
- 7 - 9 Medium hazard
- > 9 High hazard

The table below shows how the individual material assessment scores are calculated:

	SCORE 0	SCORE 1	SCORE 2	SCORE 3
Product type		Composite materials, reinforced plastics, felts, textured coating and asbestos cement (AC) products	Low density boards (i.e. AIB), gaskets, textiles	Sprays, insulation, loose asbestos, mattresses and packing
Extent of damage/deterioration	Good condition: no visible damage	Low damage: a few scratches or damaged edges	Medium damage: significant breakage of materials or several small areas of damage revealing loose fibres	High damage or delamination of materials, sprays and insulation. Visible asbestos debris
Surface treatment	Composite materials, reinforced plastics, textured coating, felts etc	Painted, encapsulated AIB & AC. Enclosed AIB, AC, sprays & lagging. Unencapsulated AC	Unencapsulated AIB. Encapsulated sprays and insulation	Unencapsulated sprays and insulation
Asbestos type		Chrysotile	Amphibole asbestos excluding crocidolite	Crocidolite

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9.2 Likelihood of Disturbance Assessment

The likelihood of disturbance algorithm provides a numerical value which helps assess how likely an ACM is to be disturbed.

The following table has been extracted from HSG227 (A comprehensive guide to Managing Asbestos in premises):

SAMPLE VARIABLE	SCORE	EXAMPLES OF SCORES
LOCATION	0	Outdoors
	1	Large rooms or well ventilated areas
	2	Rooms up to 100 sq. m
	3	Confined spaces
ACCESSIBILITY	0	Usually inaccessible or unlikely to be disturbed
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed
EXTENT/AMOUNT	0	Small amounts or items (i.e. strings, gaskets etc)
	1	<10 sq m or < 10 linear metre pipe run
	2	>10 - <50 sq m or >10m - <50 linear metre pipe run
	3	>50 sq m or >50 linear metre pipe run

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9.3 Overall Risk Category

It is recommended that where practicable to do so, the Dutyholder aims to reduce the risk associated with all ACMs to a grade C (low) or D (very low).

Risk Category	Risk	Score Range	Comments and Recommendations
A	High	16+	It is very likely that crumbly loose asbestos may be disturbed releasing a significant quantity of fibres. Plans for urgent remedial work, including possible removal, are required and access to the area should be limited to adequately trained personnel.
B	Medium	11-15	Fibres may be released if the material is further damaged or disturbed. A programme of remedial work (which may include removal) should be planned. Until then, some emergency repairs may be required. The material's condition should be monitored periodically.
C	Low	7-10	Little likelihood of fibres being released under normal conditions, either because of the location of the materials or because the type of material present will only release very low levels of fibres. Immediate work is not needed and any removal can be planned with a suitable timescale. The material should be inspected and assessed at suitable intervals (at least annually).
D	Very Low	<7	Little likelihood that fibres will be released. The material will only need removal if serious damage/deterioration is detected in the future. The material should be inspected and assessed at suitable intervals (at least annually).
E	No asbestos detected	0	No asbestos detected