

Fire Risk Assessment

Church Court



**Church Street,
Cradley Heath, B64 6DS**

Date Completed: 1st October 2025

Officer: M Zafeer Fire Risk Assessor

Checked By: C. Hill 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

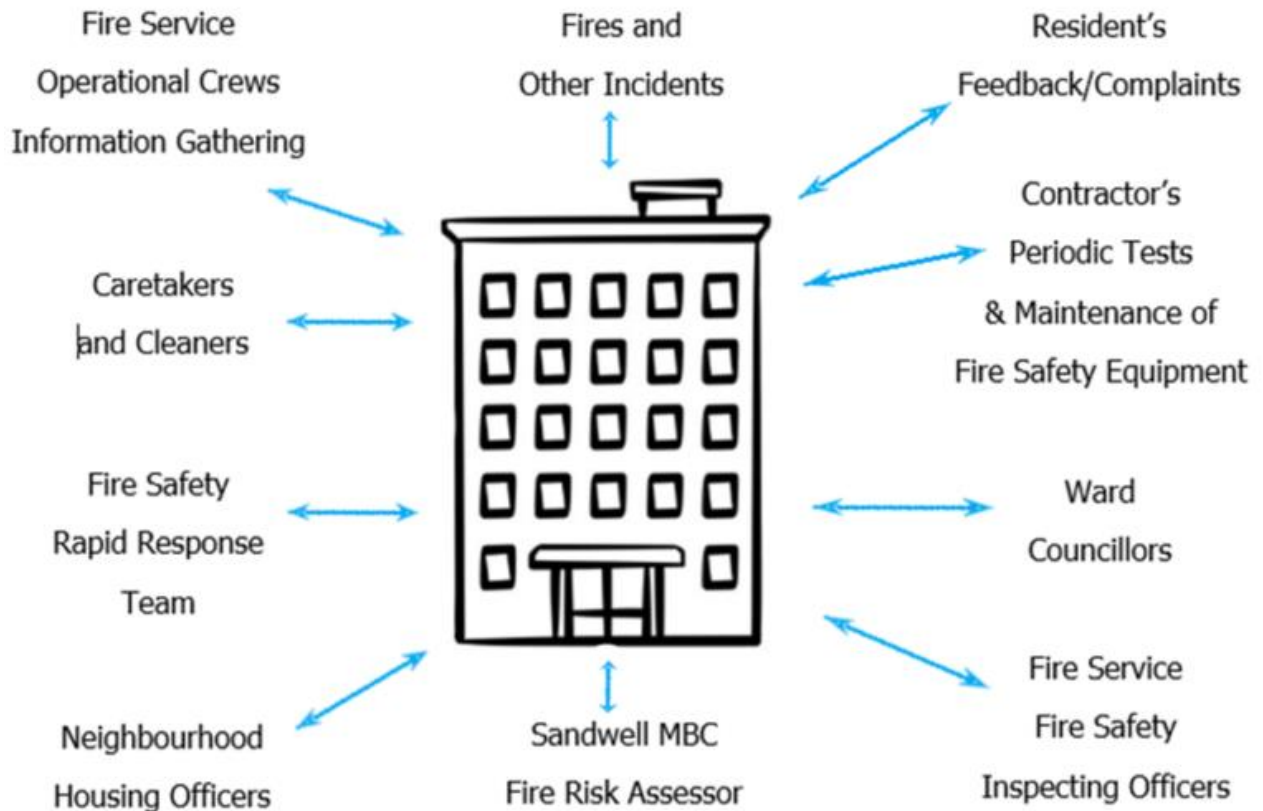
Introduction

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.

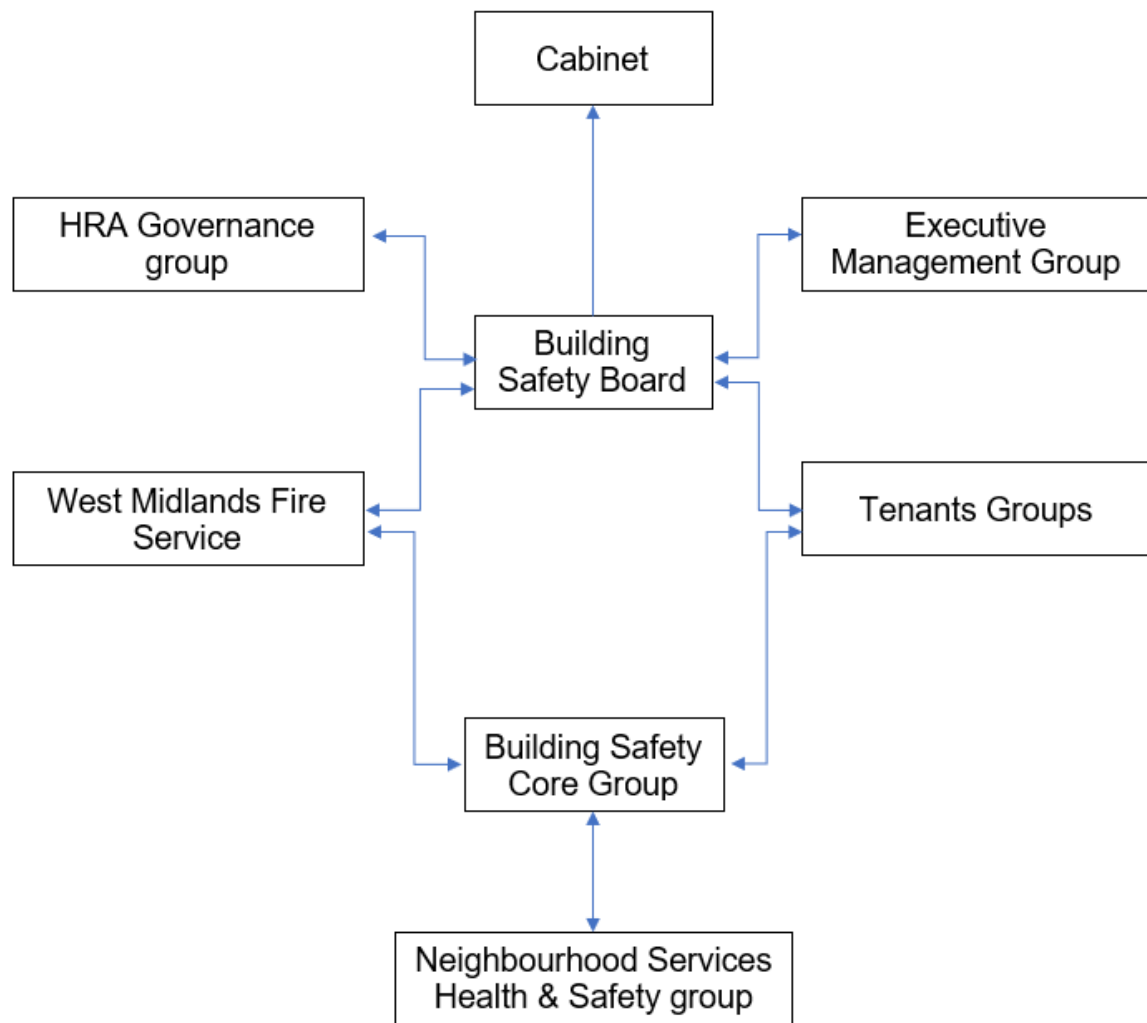
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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 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 Traditional brick-built block of flats that are split into 2 separate blocks with connection via a balcony from the 1 st floor. Front entrance is of timber construction with additional timber framed side panel with Georgian Wired Glass The block has UPVC windows units installed to the flats and communal areas	Trivial

	Roof is of a pitched construction with UPVC fascias installed under the roof line, concrete roof tiles are used for the roof. Fire switch to the lift is installed at the 3-story block, this located at the front entrance above the canopy.	
Section 7	Means of Escape from Fire Lift in lobby of block 1-4,9-12,18-21, serves ground, 1st and 2nd floor Resident meter in lobby next to the lift. Metal trunking fitted within lobby of block 1-4,9-12,18-21 Lift motor room located on 2nd floor corridor through roof hatch of block 1-4,9-12,18-21 • Flats 5 and 8 have combustible reefs attached to the front of the front entrance doors. • Fire switch for lift override does not operate the lift. Email has been sent to the Electrical team on 20/10/2025	Tolerable
Section 8	Fire Detection and Alarm Systems No detection in communal areas. Individual flats are fitted with hardwired smoke detection to an LD3 standard minimum. Flat checked for detection. Flat 8 has LD2 Flat. 14 has LD2	Trivial

	Flat 20 has LD2	
Section 9	Emergency Lighting The premise has sufficient emergency/escape lighting system in accordance with BS 5266.	Trivial
Section 10	Compartmentation The block has sufficient compartmentation between dwellings. - Cracked pane of glass on ground floor final exit near flat 5. - Flat 8, no self-closing device fitted. Flat 6, self-closing device O.K. Flat 14 self-closing device O.K. Flats 2,3,4, 6,7,8,14,15,16,17 ,9,10,11,12 have notional timber FD30 doors. - On block 1-4,9-12,18-21, near flat 2, there is a length of plastic trunking that requires some fire stopping to the rear of it.	Tolerable
Section 11	Fire Fighting Equipment The premises have no provision for firefighting equipment. CO2 Fire extinguisher is installed in the lift motor room. The service date is due 10/2025	Trivial
Section 12	Fire Signage There is sufficient Fire door keep shut signs & No Smoking signs in place.	Trivial

Section 13	Employee Training All staff receive basic fire safety awareness training.	Trivial
Section 14	Sources of Ignition EICR carried out 26/02/2025 All electrical cupboards are free of combustibles.	Trivial
Section 15	Waste Control Caretakers undertake regular checks and bins are stored away from the building. Refuse bins stored in a dedicated refuse cupboard located outside next to the entrances.	Trivial
Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
Section 17	Arson Prevention There is external lighting, and a door entry system prevents unauthorised access.	Trivial

Section 18	Storage Arrangements There are no external or internal storage cupboards for residents.	Trivial
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Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

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

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

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

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

Slight harm

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

Moderate harm

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

Extreme harm

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

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

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

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.

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm. This is because, all flats have notional FD30 timber front entrance doors, smoke detection to a minimum standard of LD3 installed in all flats, two final exit doors per block and a stay put unless fire strategy is in place.

At present it is tolerable to have notional FD30 timber doors but would be recommended that on any future refurbishment of the block that these doors be replaced with FD30s fire rated doors to residents front entrances.

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

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

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

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need be kept.
Tolerable	No major additional fire precautions are required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

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

Section

2

People at Significant Risk of Fire

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 Prabha Patel		
Building Safety Managers Adrian Jones Carl Hill Louis Conway Andrew Froggatt	Fire Risk Assessors Mohammed Zafeer Stuart Henely Craig Hudson	Resident Engagement Officers – Fire Safety Abdulmonim Khan Ethan Somaiya Hannah Russon

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

Section 4

Description of Premises

Church Court 1-21
Church Street
Cradley Heath
B64 6DS.

Description of the Property

This Type 1 assessment covers the block for 1-21 Church Court. The low-rise block was constructed in 1984

The block consists of 3 storeys (inclusive of the ground floor). The block has been divided into two sections with a 3 story and 2 story building with 2 set of stairs, 1 per block and lift access situated in the 3-story block serving all floors. There is sufficient parking on the front for residents' vehicles, they are parked a safe distance away from the envelope of the building.



The building consists of 3 floors with each floor containing 4 flats

Flats 1-4,9-12,18-21

Ground floor - Flats 1,2,3,4

1st floor – Flats 9,10,11,12,

2nd floor – Flats 18,19,20,21



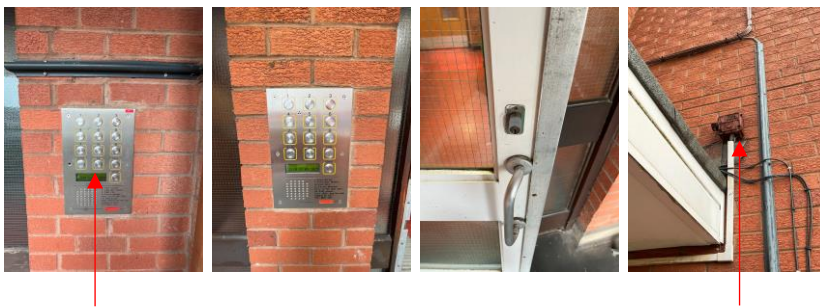
Flats 5 -8,14 -17

Ground Floor - Flats 5,6,7,8

1st Floor - Flats 14,15,16,17



Access to the building can be gained from the front and rear with both front and rear door entrances utilising access through a key entrance system. Trades and visitors are accessed via an intercom system. There is a firefighter switch that overrides the lift, this is located at the front entrances just above the canopy for flats 1-4,9-12,18-21



Intercom system, door key access and fire fighters lift override switch.

Flats 1-4,9-12,18-21 is equipped with a residential lift that serves ground, first floor and second floor. Access to the lift motor room is on the 2nd floor through a secured roof hatch



Externally the building has a timber and metal railing fenced perimeter with a courtyard to the rear. Refuse bins are stored in a brick out building.



Metal railing and timber fencing to the courtyard at the rear.

Nearest Fire station is Oldbury fire station, which is 3.4miles.

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.

High/Low Rise	Low-Rise
Number of Floors	3 story, 2 story
Date of Construction	1984
Construction Type	Traditional Brick Construction
Last Refurbished	Unknown
External Cladding	Limited amount of UPVC shiplap above main entrances.
Number of Lifts	1, on 3 story blocks
Number of Staircases	2, 1 per block
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	No, Decommissioned System
Refuse Chute	1 per block
Access to Roof	External Access
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 20 flats in 2 separate blocks (no number 13)

Visitors,

Sandwell MBC employees,

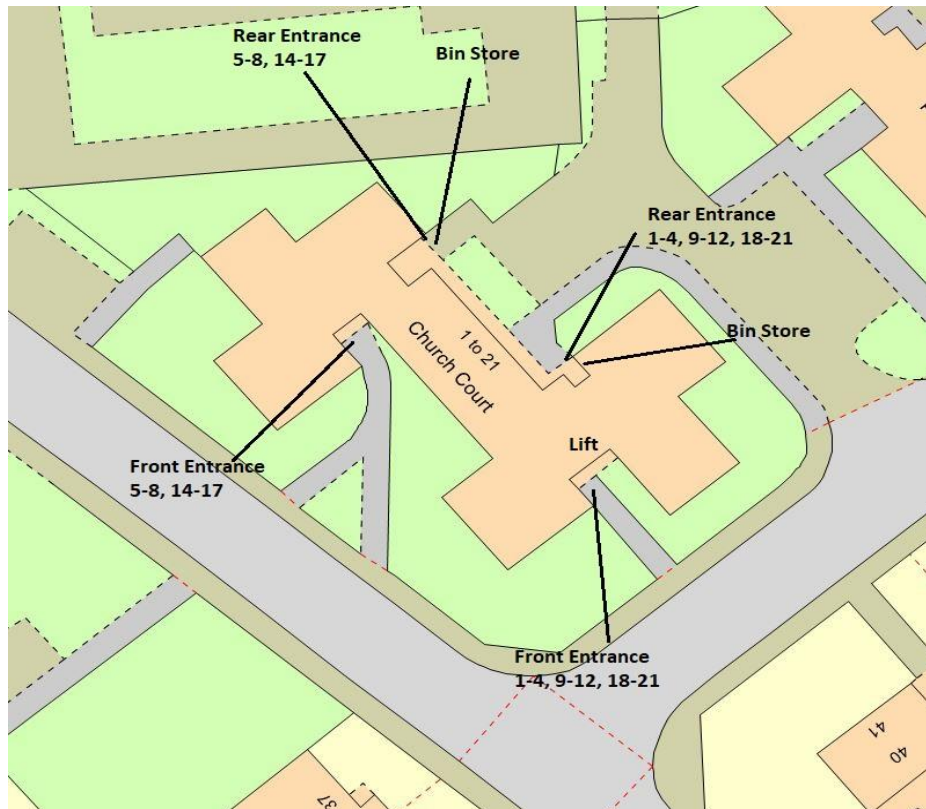
Contractors,

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.

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

- 1) The exterior of the building is predominately traditional brick construction with a pitched roof for both blocks. There is UPVC fascias to the roof line with concrete roof tiles above.



Front Elevation



Rear Elevation



Side Elevation



UPVC Fascias boards with concrete roof tiles.

- 3) UPVC double glazed units have been installed at both blocks, these are installed for flats and the communal areas of the blocks.



UPVC Units to front and rear communal staircase.

- 4) On the front elevation of the building, there are UPVC cladding installed under the UPVC window units above the front entrances, these window units are part of the communal staircase landing.



Front UPVC cladding under the window units.

- 5) There is a canopy over each exit to the building, which is cladded on the front with UPVC, the underside is boarded of some type, above is covered in felt and asphalt.



- 6) The front & rear entrance are of a timber frame construction with Georgian wired glazing within the inserts to the frames on either side of the doors.



Timber constructed doors and Georgian wired glass

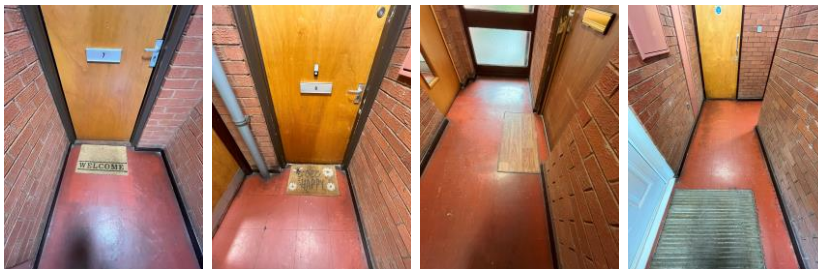
- 7) At the rear of the building, a first-floor open deck access connects the two blocks. It is predominantly constructed from brick and concrete, with a concrete tiled roof. The underside is finished with UPVC fascia boards, and steel railings are fitted along the front. There are no flat entrance doors accessible from the deck access, and all windows along the deck are UPVC units.



Section 7

Means of Escape from Fire

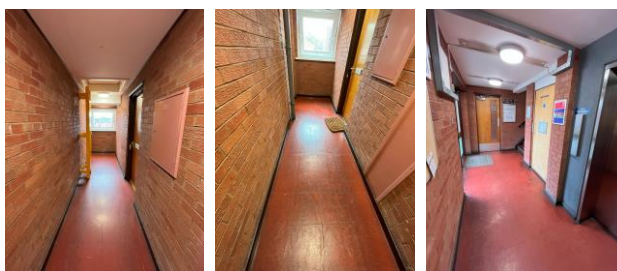
- 1) Each flat is equipped with, as a minimum LD3 fire detection to facilitate means of escape and provide sufficient response time.
- 2) All communal hallway floors are covered in vinyl type of floor tile, residents of flats have various types of door mats placed in front of entrances, the fire rating is not known for the door mats.



Various type of mats and floor coverings.

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

Flats 1-4,9-12,18-21

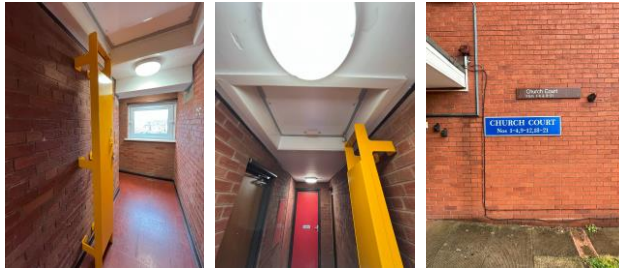


2nd floor.

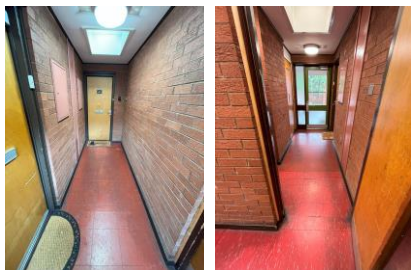
1st floor.

Ground floor.

- 4) Lift motor room located on 2nd floor near flat 20 through roof hatch. This is on the flats 1-4, 9 -12, 18 - 21



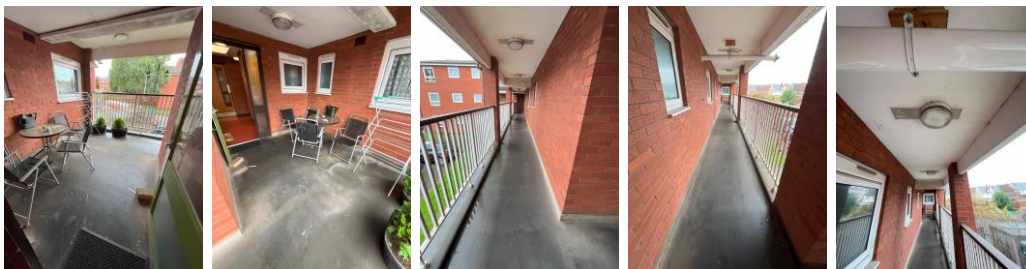
Flat 5 -8,14 -17



1st floor.

Ground floor

- 5) The open deck access connecting both blocks on the first floor is unobstructed, with no flat entrance doors opening outward onto the pathway. The area is adequately lit. While residents have placed a table and chairs on the landing section of the deck, this does not impede safe evacuation, as it is not within the designated exit route.



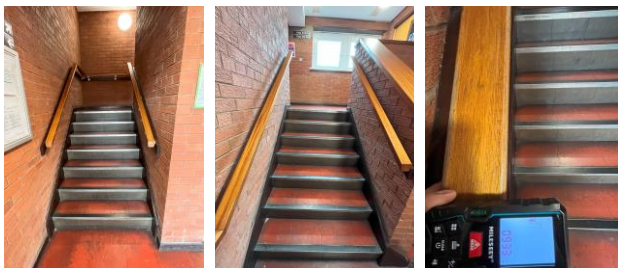
Deck access and landing

- 6) 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.



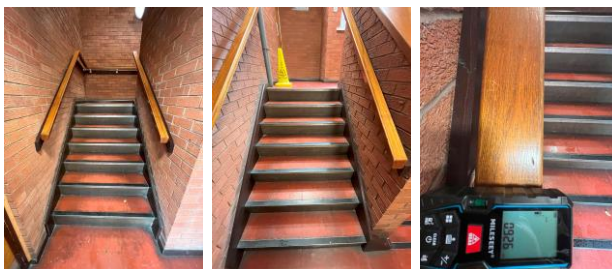
- 7) The premises consists of a single staircase that provides sufficient means of escape, this is located as you enter both blocks. The width of the staircases has been measured from handrail to handrail at a measurement of 933mm and 926mm. These stairs are kept clear to maintain safe means of escape.

Flats 1-4,9-12,18-21



Ground to 1st & 2nd floor staircase.

Flats 5 -8,14 -17



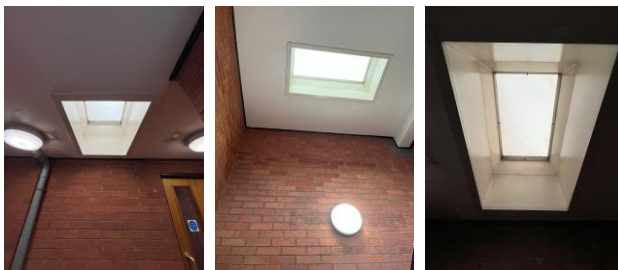
Ground to 1st floor staircase.

- 8) On both blocks, 1st and 2ⁿ floor communal landings and flat corridors, UPVC windows units, these windows can be opened without the use of a key, these also allow sufficient airflow into the corridor and stairwell. There is no automatic smoke ventilation system installed in this premises.



Double units are installed on the staircase landing, single units within flat corridors.

- 9) Skylights are installed above the staircase and landing of 1st and 2nd floor of both blocks.



- 10) Emergency lighting is installed throughout the building, these are installed near final exit doors, communal staircase, landing and flat corridors,



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

Flats 5 -8,14 -17



Front door & rear final exits doors

Flats 1-4,9-12,18-21



Front door & Rear door exits.

- 11) Flats 1-4,9-12,18-21 has a lift located on the ground floor communal area. This is serviced by LES (Lift Engineering Services).
- 12) Metal trunking for electrical cabling is installed within the ground floor lobby area for flats 1-4,9-12,18-21



Metal trunking



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

Flats 5 -8,14 -17



Front final & Rear final exit.

Flats 1-4,9-12,18-21



Front final & Rear final exit.

13) Rear final exit on block serving flats 5 – 8 near flat 5, has a cracked pane of glass.



- 14) Flats 6 has combustible reefs attached to the front of the front entrance doors.**



Flat 6

- 15) Flat 8 has combustible reefs attached to the front of the front entrance doors.**



Flat 8

- 16) A fire switch for the lift on the 3-story block that is located at the front entrance, just above the canopy, this was tested via the ON/OFF switch and did not operate the lift override. Email has been sent to Electrical team on the 20/10/2025**



- 17) There is no fire fighters override facility installed at the block for emergency services to gain access, this has been recorded in the last FRA and is in the initial process of being installed. An update email was sent to Community Alarms on 20/10/2025**
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Section 8

Fire Detection and Alarm Systems

- 1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats the equipment is subjected to a cyclical test.
- 2) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD3 Standard.

Flat 8 has detection in hallway, lounge. – LD2

Flat 14 has detection in hallway, lounge - LD2

Flat 20 has detection in hallway, lounge – LD2

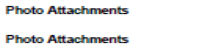
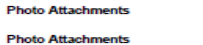
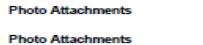


- 3) There is no effective means for detecting an outbreak of fire to communal areas. The reason for this is:
 - I. Such systems may get vandalised.
 - II. False alarms would occur.
 - III. A Stay Put - Unless policy is in place

Section 9

Emergency Lighting

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

		CF009 - SMBC - Emergency Lighting Test Certificate - Self-Contained Fittings
Job Details		
Job ID 177662 Job Order Number SMBC_16792343 Client ID 25 Site ID 8,590	Client Name Dodd Group (Midlands) Limited Details Of Client Dodd Group Ltd Stafford Park 13 Client Postcode TF3 3AZ	Site Name 1-21 CHURCH COURT Site Address Site Post Code
System Details		
Manufacturer Kosnic	Number of Fittings Onsite 42	
Inspections and Tests		
Type of inspection MONTHLY All luminaires and/or signs are functioning correctly FAIL Each luminaire has been checked to ensure that the normal supply has been restored YES All luminaires have been externally visually examined YES	Any luminaires having a repair has been internally cleaned NO A visual check of the fixed wiring installation has been carried out YES Has any alteration to the building structure or layout affected the effectiveness of the emergency lighting system NO	Are all luminaires labelled YES Log book completed YES Comments EI27 failed
Sign Off Area		
NAME OF ENGINEER James anderton	New Signature 	New Date 08/08/2025
Photos		
Photo Attachments 	Photo Attachments 	Photo Attachments 
Repairs		

96EC5F49-64D0-4792-BEFA-BDEF9A25A965

- 3) Emergency lights are also checked and tested monthly by Sandwell MBC in house electrical team



Monthly Sandwell test record and testing switches

- 4) Emergency lighting is installed throughout the building, units are installed in communal areas e.g. stairways, corridors, lobbies, they are also installed within the electrical cupboard, refuse cupboards and stores.



Communal area, service and refuse cupboard emergency lighting

Section 10

Compartmentation

A visual inspection of the accessible areas was undertaken as part of the assessment, but areas with restricted access, i.e., false ceilings and void areas, were only inspected where readily accessible. The survey undertaken as part of this risk assessment should not be construed as a full compartmentation survey of the building. From a visual inspection carried out at the time of the inspection, there were no breaches in compartmentation evident between the communal areas and the residential accommodation.

- 1) The walls and floors are designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats and stairwells. Flat entrance doors are 30-minute notional fire doors, including those in 1-hour rated walls.
- 2) Due to the premises having an open plan stairwell, provisions are in place to limit any potential risks in the communal area. The limit of combustibles and ignition sources are of a low level, alongside the use of FD30 fire rated fire doors to individual flat entrances, any service cupboards and with sufficient fire stopping, provides acceptable compartmentation between the communal area, flats and service cupboards. There is a cyclical programme to ensure fire stopping as not been compromised by third parties e.g. contractors and where applicable enhance the fire stopping.
- 3) Electrical Service cupboard on ground floor is located behind an FD30s timber fire door, this secured by 054 mortice lock key; this is only held by authorised staff.

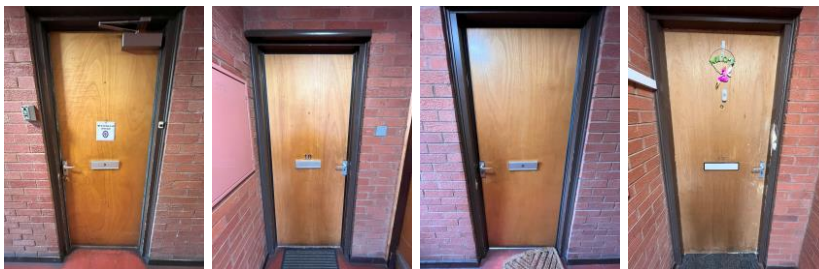


- 4) A variety of methods and materials have been used to achieve fire-stopping including Rockwool and intumescent pillows where needed.
- 5) All individual flats are installed with notional FD30/FD30s rated timber doors. It has been recommended that on the next refurbishment to the building that the FD30 timber doors be upgraded to FD30s fire rated doors.

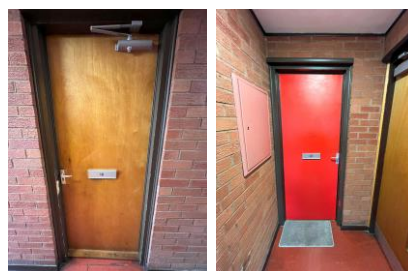
Flats 1-4,9-12,18-21



Ground floor flats 1,2,3,4

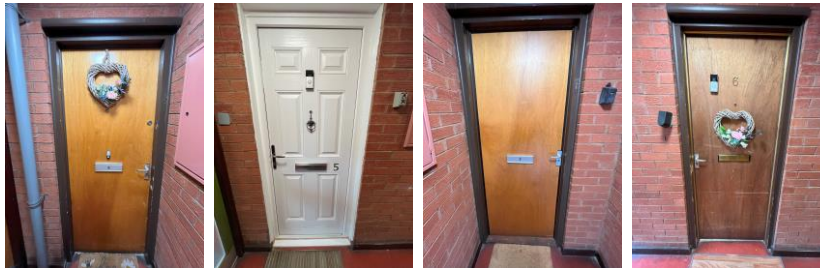


1st floor flats 9,10,11,

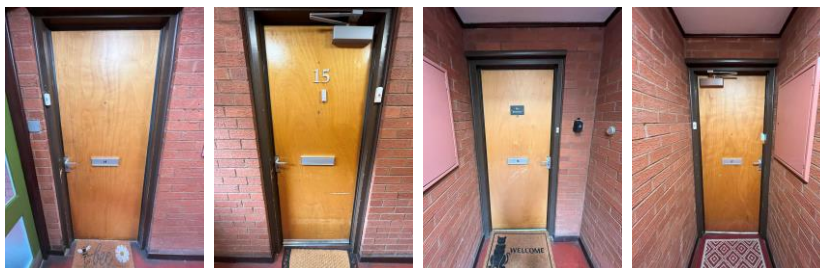


2nd floor flats 18,19,20,21

Flats 5 - 8,14 -17



Ground floor flats 5,6,7,8



1st floor flats 14,15,16,17

Block Name	Place-Re	Address	Front Door Type	Glazed / Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	1-21 Church Court;Cradley Heath;West Midlands;;	Intentionally Blank	
Church Court 1-21 (O&E)	BL10650CH30	1 Church Court;Cradley Heath;West Midlands;;	Timber Door FD30	Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	2 Church Court;Cradley Heath;West Midlands;;	Timber Door FD30	Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	3 Church Court;Cradley Heath;West Midlands;;	Timber Door FD30	Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	4 Church Court;Cradley Heath;West Midlands;;	Timber Door FD30	Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	5 Church Court;Cradley Heath;West Midlands;;	Composite FD30s	Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	6 Church Court;Cradley Heath;West Midlands;;	Timber Door FD30	Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	7 Church Court;Cradley Heath;West Midlands;;	Timber Door FD30	Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	8 Church Court;Cradley Heath;West Midlands;;	Timber Door FD30	Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	9 Church Court;Cradley Heath;West Midlands;;	Timber Door FD30	Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	10 Church Court;Cradley Heath;West Midlands;;	Timber Door FD30	Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	11 Church Court;Cradley Heath;West Midlands;;	Timber Door FD30	Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	12 Church Court;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	14 Church Court;Cradley Heath;West Midlands;;	Timber Door FD30	Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	15 Church Court;Cradley Heath;West Midlands;;	Timber Door FD30	Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	16 Church Court;Cradley Heath;West Midlands;;	Timber Door FD30	Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	17 Church Court;Cradley Heath;West Midlands;;	Timber Door FD30	Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	18 Church Court;Cradley Heath;West Midlands;;	Timber Door FD30	Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	19 Church Court;Cradley Heath;West Midlands;;	Timber Door FD30	Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	20 Church Court;Cradley Heath;West Midlands;;	Timber Door FD30	Not Glazed
Church Court 1-21 (O&E)	BL10650CH30	21 Church Court;Cradley Heath;West Midlands;;	Timber Door FD30	Not Glazed

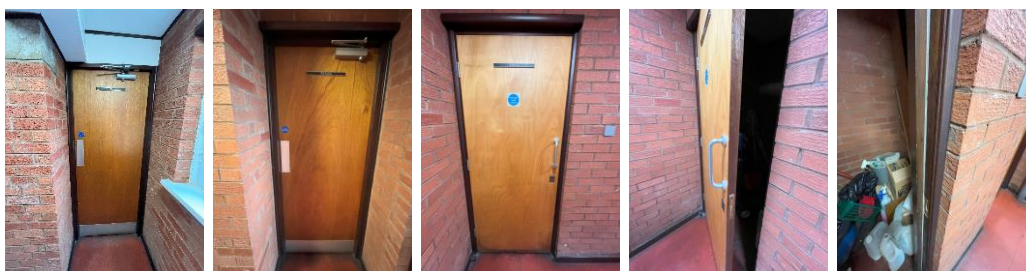
6) Flat 8 has no self-closing device fitted.



7) The building has sufficient compartmentation between the communal areas, staircases, landing corridors by the means of FD30s fire doors with door closures, all communal doors were checked to see if self-closing device worked as should, no issues were found.



8) All refuse waste cupboards on each communal landing are secured by a means of an timber FD30s fire doors. Cleaners storage cupboard on the ground floor is installed with timber FD30s fire door. This door is locked by a 54 morice key and only held by authorised staff.

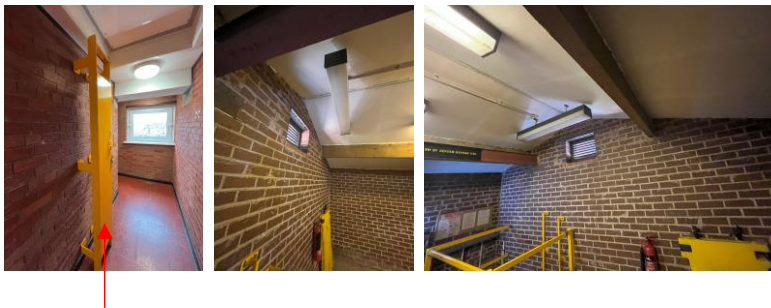


Refuse and cleaners storage cupboard

- 9) On Flats 1-4,9-12,18-21, near flat 2, there is a length of plastic trunking that requires some fire stopping to the rear of it.



- 10) Lift motor room on the 2nd floor of flats 1-4,9-12,18-21 was inspected for compartmentation. No issues in compartmentation was found.



Access to lift room and lift motor room

Section 11

Fire Fighting Equipment

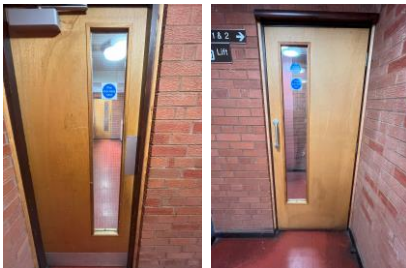
- 1) There is no firefighting equipment on this premises.
- 2) There is a CO2 fire extinguisher installed in the lift motor room on the 2nd floor of flats 1-4,9-12,18-21. This is due for a service on the 10/2025



Section 12

Fire Signage

- 1) Fire door keep shut signs are displayed where appropriate. All resident meter cupboards display "Fire Door Keep Shut/Locked" sign.



Communal fire doors have signage of keeping door closed



Electrical cupboard and storeroom have signage of keeping door locked.

- 2) Fire Action Notices are displayed throughout the building notifying residents of basic fire safety.



- 3) Yellow LPG warning signs are not displayed within the block. [refer to section 18](#).

- 4) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. Signage is also displayed in the external refuse cupboard located next to the entrance doors.



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. Caretaking teams are not expected to tackle fires in this area.
- 4) Fire safety has been provided as part of tenancy pack.
- 5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.

Section
14

Sources of Ignition

- 1) Smoking is prohibited on entrance and within any communal parts of the building in line with Smoke Free England legislation.
- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager.
- 4) Other portable electrical equipment as used by residents in communal areas is also subject to periodic PAT testing.
- 5) The fixed electrical installation shall be tested every 5 years. EICR has been carried on the 26/02/2025



APPROVED
CONTRACTOR



Dodd Group

This certificate is not valid if the serial number has been defaced or altered

31235107

EICR18.3C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) - Requirements for Electrical Installations

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR Registration No. 004788004 Branch No. 004 Trading Title: Dodd Group (Midlands) Ltd Address: Unit 1 Rabone Park, Rabone Lane, Smethwick Postcode: B66 2NN Tel No: 0121 565 6000		DETAILS OF THE CLIENT Contractor Reference Number (CRN): N/A Name: SMBC Electrical Address: Sandwell Homes, Operations & Development Centre, Direct 2 Industrial Park, Oldbury Postcode: B69 3ES Tel No: N/A		DETAILS OF THE INSTALLATION Occupier: Communal UPRN: N/A Address: 1-21 Church Court, Cradley Heath, West Midlands Postcode: B64 6DS Tel No: N/A	
---	--	---	--	--	--

Original (no this part on ending the work)

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required:
To test and inspect the fixed wiring installation within the property to ensure safety for continued use, as requested by Client.

Date(s) when inspection and testing was carried out: 26/02/2025 Records available (BS11): N/A Previous inspection report available (BS11): N/A Previous report date: N/A

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety): Installation is generally in good condition and complies with the current version of BS7671.

Description of premises: Dwellings: ☒ Commercial: ☒ Industrial: ☒ Other (include brief description): NA

Estimated age of electrical installation: 25 years Evidence of additions or alterations: ☒ if yes, estimated age: N/A years Overall assessment of the installation for continued use: Satisfactory/Unsatisfactory** (delete as appropriate)

**An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified (listed in PART 5 of this report) and it is recommended that these are acted upon as a matter of urgency.

PART 4 : DECLARATION

INSPECTION AND TESTING

I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), particulars of which are described in PART 6, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (PART 5) and the attached Schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 6 of this report.

Name (capital) on behalf of the contractor identified in PART 1: JACK OLLIS Signature: [Signature] Date: 26/02/2025

I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 26/02/2030 (date)

Give reason for recommendation: As required by Guidance Note 3, section 3.7 and table 3.2.

The proposed date for the next inspection should take into consideration any legislative or licensing requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR

Name (capital) on behalf of the contractor identified in PART 1: STEPHEN TIMBRELL Signature: [Signature] Date: 11/03/2025

This report is based on the model forms shown in Appendix 6 of BS 7671: 2018 (as amended)
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Enter a (✓) or value in the respective fields, as appropriate.
Where an item is not applicable insert N/A

Please see the 'Notes for Recipients'

Page 1 of 8

- 7) Electrical service cupboard on the ground floor is secured behind a FD30s fire rated door. Cupboard is free from any combustibles.



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



- 9) All electrical cabling feeding supply from electrical cupboard and supply to the lift are channelled through secure metal box trunking that is securely install across the upper walls and ceiling of the lobby. All electrical trunking is protected by Envirograf Intumescent Pillows or Pads.



Metal Electrical Trunking

- 10) Lift motor room on the 2nd floor for flats 1-4,9-12,18-21 has electrical supply for the lift contained within secured metal units, there are no combustibles stored within the lift motor room.



Section 15

Waste Control

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



- 2) Refuse bins are stored in 2 refuse cupboards that are located next to the front entrances of the building. Bins Are regularly emptied by site services.



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



- 4) 'Out of Hours' service is in place to remove bulk items.

Section 16

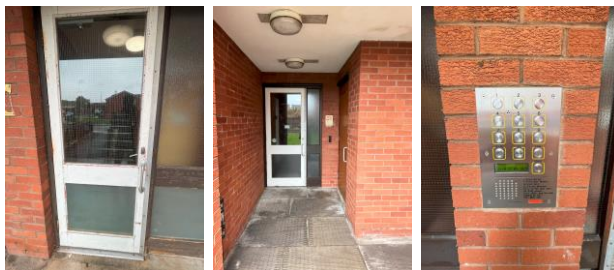
Control and Supervision of Contractors and Visitors

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

Section 17

Arson Prevention

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



Entrance doors and intercom access system.

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



Front External lighting

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

Section 18

Storage Arrangements

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

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:

1 -20 Church Court

Date of Action Plan:

15th October 2025

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/13	Rear final exit on flats 5 – 8 near flat 5, has a cracked glazing. Needs replacing.		P3	3-6 Months Repairs/Glazing	

Fire Risk Assessment

7/14	Flats 6 has combustible reefs attached to the front of the front entrance doors. Need removing.		P2	1-3 Months Housing Manager	
7/15	Flats 8 has combustible reefs attached to the front of the front entrance doors. Need removing		P2	1-3 Months Housing Manager	
10/6	Flat 8 has no door closure, needs door closure fitted.		P2	1-3 Months Fire Rapids Response	
10/9	On flats 1-4, 9-12, 18-21, near flat 2, there is a length of plastic trunking that requires some fire stopping to the rear of it.		P2	1-3 Months Fire Rapid Response	

Observations

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

It is recommended that for future renovations of the block that the notional FD30 timber fire doors be replaced with FD30s certified fire rated doors.

There is no Firefighters override switch for door access at the block, this has been recorded previously in the last FRA and is in the process of being installed. An request for a update email sent on 20/10/2025.

Fire switch for override of lift did not operate. Email has been sent to electrical team as of 20/10/2025



Signed

	Fire Risk Assessor	Date: 15 th October 2025
	Building Safety Manager	Date: 15 th October 2025

Appendix 1

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

Name of property: 1 – 21 Church Court

Updated:

Premise Manager: Prabha Patel

Tel. No.: 0121 569 2975

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



Report No.: J410746
Nature of Work: Management Survey
Issue Date: 18/08/2025
Client Name: Sandwell MBC (formerly Homes)
Building Services, Direct 2 Trading Estate, Roway Lane,
Oldbury, West Midlands, B69 3ES
UPRN: BL10650CH30 2
Site Address: 1-21 Church Court, Cradley Heath, B64 6DS



Order Placed By: Jon Hemming
Site Contact: Not Applicable
Date(s) of Work: 29/07/2025
Technical Manager: D Ely CCP (Asbestos)
Assistant Surveyor(s): Not Applicable
Lead Surveyor: 
Oliver Burt
Asbestos Surveyor
Authorised Signatory: 
G Griffith
Asbestos Consultant
18/08/2025

Non-accredited activities are present within this report.

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
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CERTIFICATE OF ANALYSIS

Asbestos Fibre Identification in Bulk Sample

Client: Sandwell MBC (formerly Homes)
Address: Building Services
 Direct 2 Trading Estate
 Roway Lane
 Oldbury
 West Midlands
 B69 3ES

Site: 1-21 Church Court
Address: Cradley Heath
 B64 6DS

Samples Received: 29/07/2025

Issue Date: 07/08/2025

Order Placed By: Jon Hemming

Sampled By: Oliver Burt

Analysed on: 07/08/2025

Authorised Signatory:

Job Title: Laboratory Analyst

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

Report No.: J410746

Date Analysed:	Lab Ref.:	Site Ref.:	Room:	Sample Reference:	Analysis Result:	Analyst:
07/08/2025	NL003835	-	01 Landing/Stairs	Thermoplastic tiles to bitumen adhesive to timber and concrete floor	No Asbestos Detected Tile and adhesive are both negative	Brooke Lomas
07/08/2025	NL003836	-	01 Landing/Stairs	Reinforced plastic stair nosings	No Asbestos Detected	Brooke Lomas
07/08/2025	NL003837	-	02 Communal area	Insulating board panel	No Asbestos Detected	Brooke Lomas
07/08/2025	NL003838	-	03 Communal area	Insulating board door header panel	No Asbestos Detected	Brooke Lomas

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:

Blackpool Office:
 Unit 18 Constellation House, Lockheed Court,
 Amy Johnson Way
 Blackpool,
 FY4 2RN
 Tel: 01253 405 396
 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

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