

Fire Risk Assessment



**1 – 6 Willow Close
Cradley Heath,
B64 6LJ**

Date Completed: 6th October 2025

Officer: M Zafeer Fire Risk Assessor

Checked By: C. Hill Building Safety Manager

Current Risk Rating = Trivial

Subsequent reviews

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

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Section 0

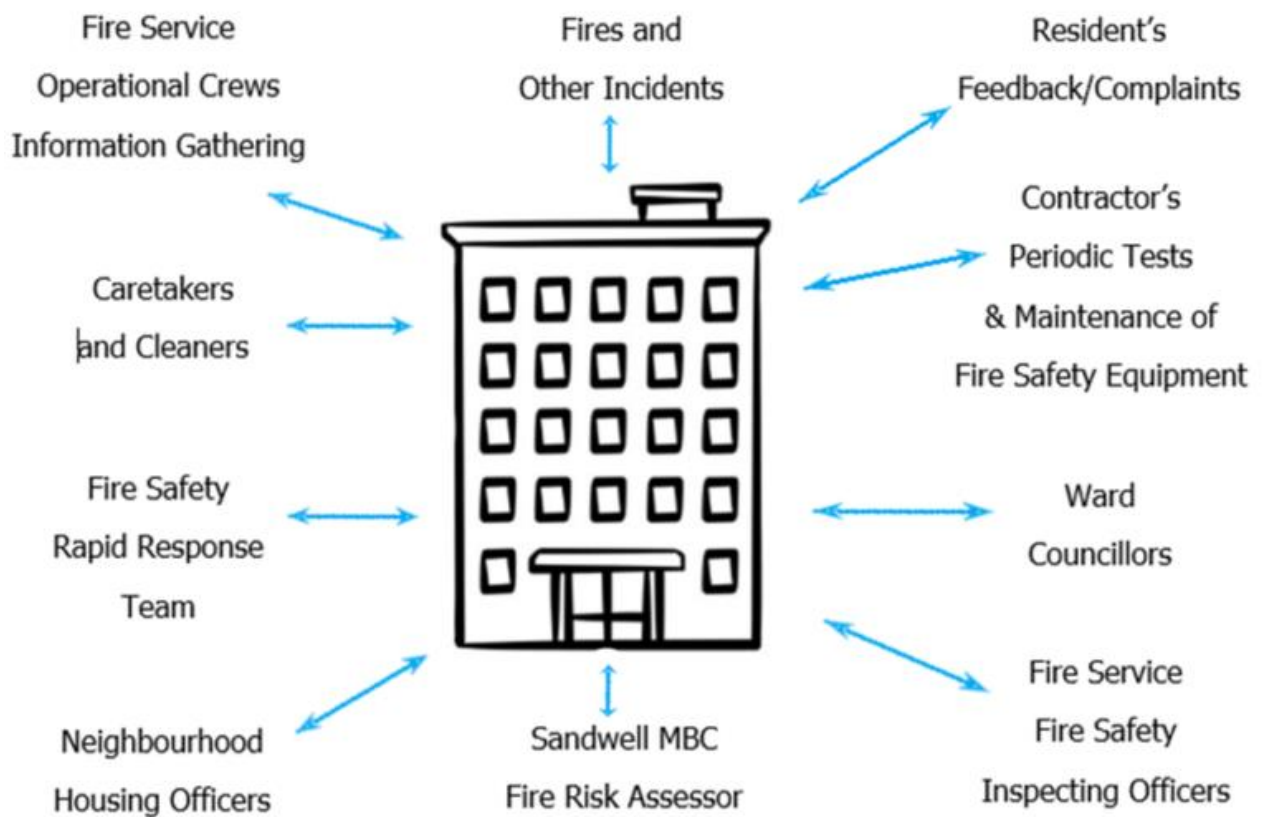
Introduction

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.

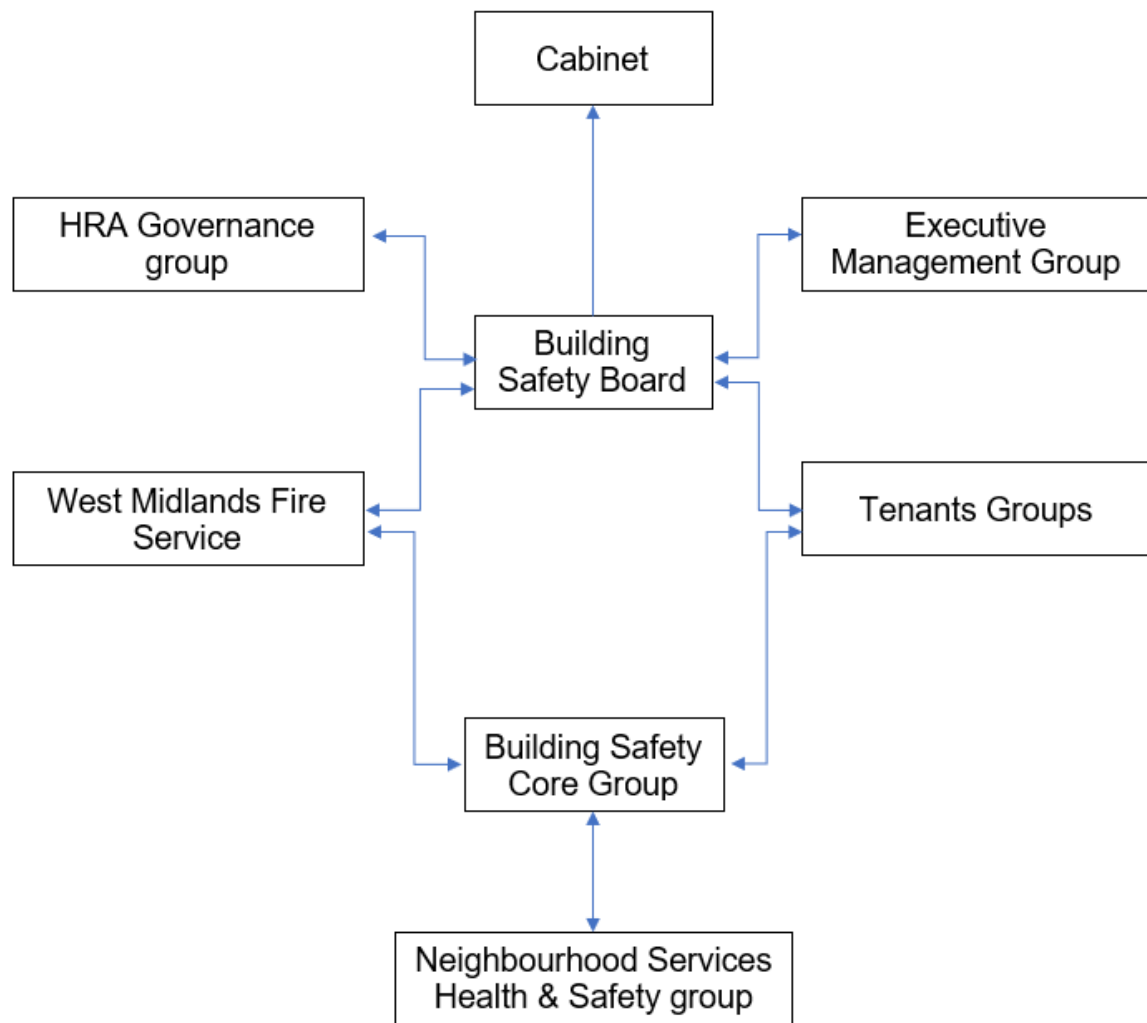
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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 3 story block of flats with each floor accommodating 2 flats. UPVC window units installed with UPVC fascia and under boards to the roof line Pitched roof design with concrete roof tiles. Front entrance is through a brick-built porch with a pitched roof, there are UPVC Dry	Trivial

	Verge end caps and UPVC roof facias attached. Blocks 1-6 and 7-12 are attached but share a section of UPVC cladded front with UPVC window units installed. Front entrance doors are of timber construction with additional timber framed side panel with Spandrel panelling. To the left of the front entrance there is a set of timber doors that house the refuse bins	
Section 7	Means of Escape from Fire Individual resident meter cupboards are installed within the blockwork next to resident's flat entrance doors. Recommendation to be upgraded with fire rated doors on any future renovations programme. There is access to the refuse bin stores internally via the ground floor corridor. Corridors, stairs and landings are clear of any obstruction. • Firefighters door over ride switch is defective. An email has been sent to CCTV team on the 08/10/2025 and on 13/10/2025. This has now been logged with contractor.	Trivial
Section 8	Fire Detection and Alarm Systems	Trivial

	Individual flats are fitted with hardwired smoke detection to an LD3 standard minimum. Could not gain access to sample flats for detection in this block.	
Section 9	Emergency Lighting The premise has sufficient emergency/escape lighting system in accordance with BS 5266. Emergency lighting is evident throughout the block, corridors, staircase landing, refuse bin room and electrical cupboard.	Trivial

Section 10	Compartmentation The block has sufficient compartmentation between dwellings. Cyclical programme in place to ensure fire stopping has not been compromised. Roof void checked for compartmentation; no issue found regarding compartmentation. Recommendation that all FD30 timber door be upgraded to FD30s certified fire rated doors on any future renovations programme for the block.	Trivial
Section 11	Fire Fighting Equipment The premises have no provision for firefighting equipment.	Trivial
Section 12	Fire Signage	Trivial

	There is sufficient Fire door keep shut signs & No Smoking signs in place.	
Section 13	Employee Training All staff receive basic fire safety awareness training.	Trivial
Section 14	Sources of Ignition EICR carried out 23/05/2024 Electrical cupboard is located outside to the rear of the block. This is kept locked and is free of any combustibles.	Trivial
Section 15	Waste Control Caretakers undertake regular checks and bins are stored away within secured bin room. 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
1-6 Willow Close,
Cradley Heath,
B64 6LJ

In my conclusion, the likelihood of a fire is of a medium level of risk prior to the implementation of any action plan because of the normal fire hazards that have been highlighted within the risk assessment.

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm. This is because, all flats have FD30 notional timber 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.

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

1-6 Willows Close
Cradley Heath
B64 6LJ

Description of the Property

This Type 1 assessment covers the block for 1 -6 Willow Close. This low-rise building was constructed in 1968 using traditional brick cavity wall construction and consists of three stories, including the ground floor, each floor contains two dwellings per level, totalling six units per block and a single central open staircase. There is sufficient parking on the front for residents' vehicles are parked at a safe distance away from the envelope of the building.

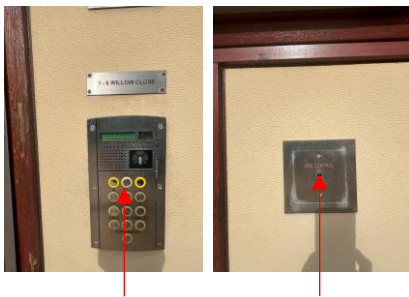


Ground floor – flats 1,2
1ST floor – flats 3,4
2nd floor – flats 5,6

Main entrance to the building is through a porch, with both the front and rear doors accessed via fob reader, trades and visitors use an intercom system. For emergency access there is a firefighter manual override switch located above the door intercom panel. On the day of assessment, the firefighters switch did not allow access into the building. Noted in Section 7, means of escape.



Front and rear entrances to block



Intercom access and firefighter's switch

Externally the building has a metal railing fenced perimeter with a courtyard to the rear.



Metal railing fencing perimeter and 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
Date of Construction	1968
Construction Type	Traditional Brick Construction
Last Refurbished	Unknown
External Cladding	Limited amount of UPVC shiplap above main entrances and to the rear
Number of Lifts	Non
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	No,
Refuse Chute	Ground floor lobby access to bin room
Access to Roof	Via 2 nd floor roof hatch
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 6 flats

Visitors,

Sandwell MBC employees,

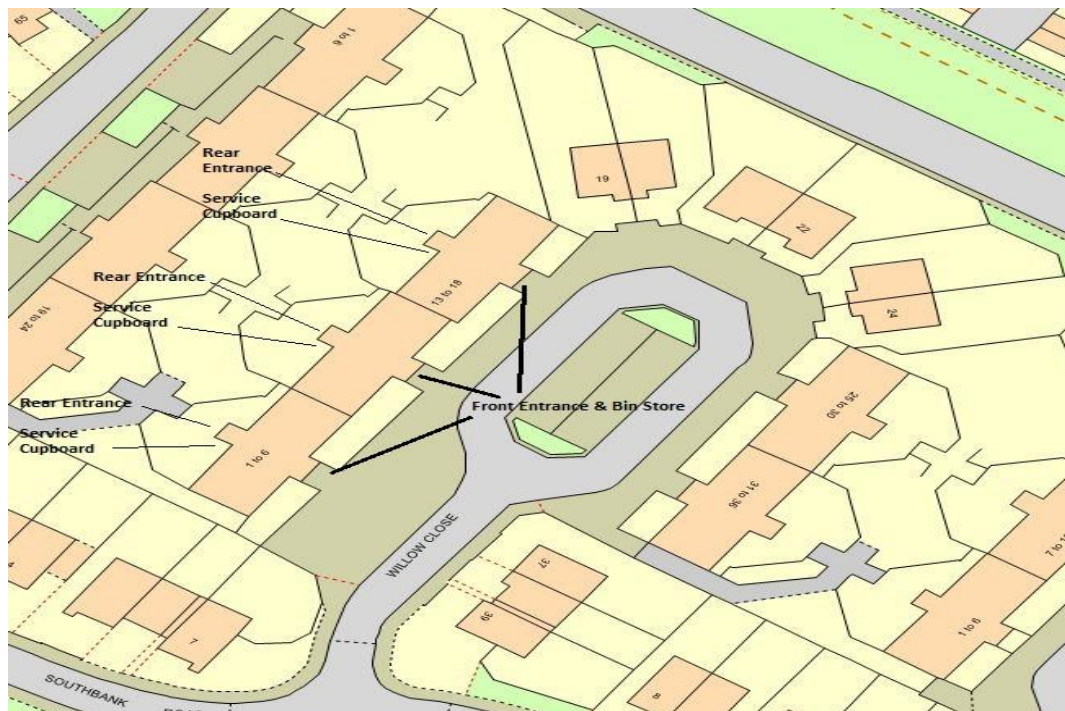
Contractors,

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

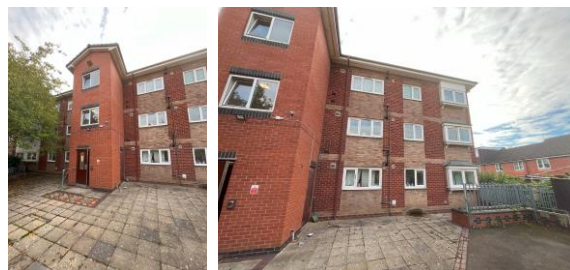
Following the introduction of the Fire Safety Act 2021, consideration needs to be given to the external envelope of the building for any fire risk. This predominantly means the external wall construction including any insulation filler. It also includes balconies and any other fixtures as well as doors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

The materials used within the external construction at 1-6 Willow Close present an acceptable level of risk to fire. However, the risk could be further mitigated by replacing the existing UPVC shiplap cladding with a non-combustible material. This option should be considered as part of any future refurbishment programme. At the time of writing, the use of UPVC cladding on residential building facades under 11 metres in height remains compliant with Approved Document B: Fire Safety, provided the building is set back at least 1000mm from the relevant boundary.

- 1) The exterior of the building is predominately traditional brick construction with a pitched roof design with UPVC fascia boards to the roof line and concrete roof tiles above. Front entrance is through a brick-built porch with a pitched roof, there are UPVC Dry Verge end caps and UPVC fascias and drainage attached.



Front Elevation



Rear Elevation



UPVC Dry Verge End caps

- 2) Both front and rear doors are of timber construction, glazing within the inserts and Spandrel panelling to the side on the front door. The rear door has a single pane of glazing with aluminium trim on the door. On the front elevation next to the front entrance there is a set of timber doors that house the refuse bins for the residents.



- 3) UPVC double glazed window units have been installed for each flat and communal areas within the block, there is also UPVC cladding on the front elevation of the building which extends from the ground to the 2nd floor. This has been previously recommended to be upgraded as part of any future works program.



UPVC window units and section of UPVC Shiplap cladding to the front that is shared between flats 1- 6 & 7-12

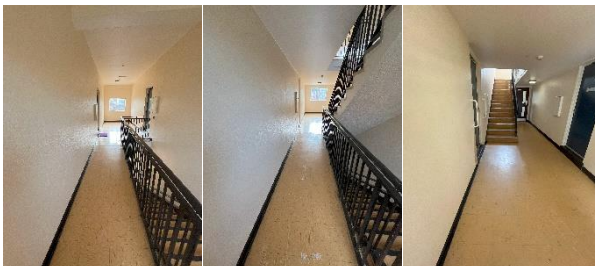
Section 7

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) The communal hallway floors are a mixture of stone floor tile and vinyl covering.



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



2nd floor.

1st floor.

Ground floor.

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



- 5) 1- 6 Willow Close consists of a single staircase that provides sufficient means of escape, this is located as you enter each block. The width of the staircases has been measured from handrail to handrail at a measurement of 1019mm and 1015mm. These stairs are kept clear to maintain safe means of escape.



Ground to 1st & 2nd floor staircase.

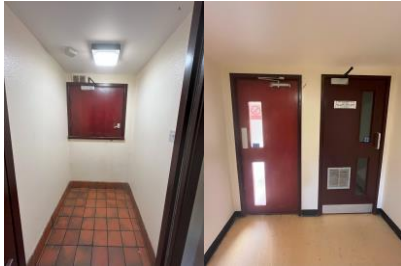
- 6) UPVC windows units have been installed on the staircase landing and within the corridors to the flats, these windows can be opened without the use of a key to allow sufficient airflow into the corridor and stairwell. There is no automatic smoke ventilation system installed in this premises.



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



- 8) On the ground floor communal hallway there is access to a bin refuse room which is located behind a FD3s fire door.

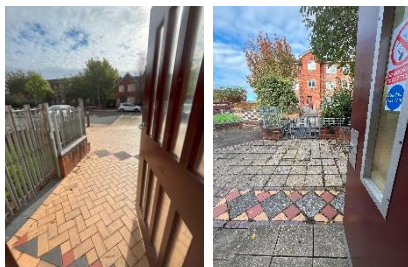


- 9) There is a communal fire door that separates both the front and rear final exit doors from the communal area. These doors are checked on regular bases by the Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).



Communal doors before front and rear final exits doors.

- 10) There is a clear and safe exit out of the building via the two-ground floor exits. The final exit doors are opened by a levered handled.



Front final & Rear final exits.

- 11) Firefighters override switch will not access the building. An email has been sent to CCTV team on the 08/10/2025 and again on the 13/10/2025. This has now been logged with a contractor.



Firefighters override switch

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.
- 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
- 4) No access was obtained to resident's flats to check for detection on the day of the FRA being conducted.

Section 9

Emergency Lighting

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



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

Job Details		
Job ID 180355	Client Name Dodd Group (Midlands) Limited	Site Name 1-6 WILLOW CLOSE
Job Order Number 16828707	Details Of Client Dodd Group Ltd Stafford Park 13	Site Address
Client ID 25	Client Postcode TF3 3AZ	Site Post Code
Site ID 8,600		

System Details	
Manufacturer Kosnic	Number of Fittings Onsite 3

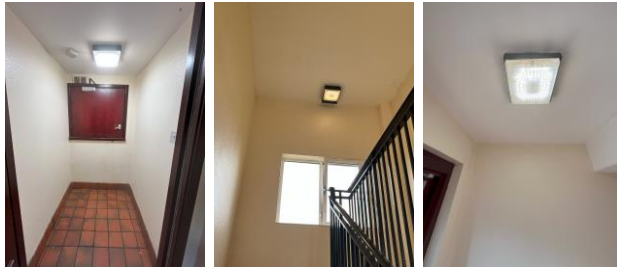
Inspections and Tests		
Type of inspection MONTHLY	Any luminaires having a repair has been internally cleaned NO	Are all luminaires labelled YES
All luminaires and/or signs are functioning correctly PASS	A visual check of the fixed wiring installation has been carried out YES	Log book completed YES
Each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

Sign Off Area		
NAME OF ENGINEER James anderton	New Signature 	New Date 11/09/2025

Photos		
Photo Attachments	Photo Attachments	Photo Attachments
Photo Attachments	Photo Attachments	Photo Attachments



- 4) Emergency lighting is installed throughout the building, units are installed in communal areas e.g. stairways, corridors, lobbies



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 30 min 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, communal doors on staircase landings, service cupboards and with sufficient fire stopping, provides acceptable compartmentation. 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 outside to the rear of the block, this is behind an FD30s timber fire door, this secured by 054 mortice lock key; this is only held by authorised staff.



- 4) On the second floor there is a roof hatch, on the day of the FRA, it was not possible to access this hatch to inspect the compartmentation and any fire stopping within the roof void. It's recommended that this FRA is reviewed once access arrangements have been made available.



- 5) All individual flats are installed with notional FD30s rated timber doors excluding flat number 3, which has a composite glazed fire rated door. It has been recommended that on the next refurbishment to the building that the FD30s timber doors be upgraded to FD30s certified fire rated doors.



Ground floor flats 1,2,



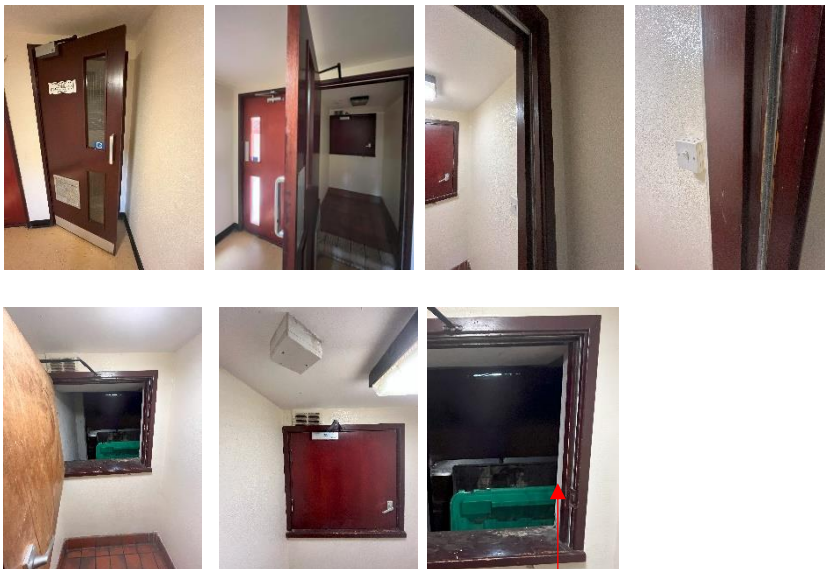
1st floor flats 3,4



2nd floor flats 5,6

Willow Close 1-6 (O&E)	BL53285WI03	1-6 Willow Close;Cradley Heath;West Midlands;;	Intentionally Blank	
Willow Close 1-6 (O&E)	BL53285WI03	1 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Willow Close 1-6 (O&E)	BL53285WI03	2 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Willow Close 1-6 (O&E)	BL53285WI03	3 Willow Close;Cradley Heath;West Midlands;;	IG Doors	Glazed
Willow Close 1-6 (O&E)	BL53285WI03	4 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Willow Close 1-6 (O&E)	BL53285WI03	5 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Willow Close 1-6 (O&E)	BL53285WI03	6 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed

6)The building has sufficient compartmentation between refuse bin room and the communal hallway, this is done by a means of a FD30s timber fire door which has a self-closing device fitted, the refuse bin hatch is also a fitted with a timber fire door with intumescent strips, these were checked for any damage, no issues were found.



Bin store enclosure and smoke seals.

7)Additional FD30s timber fire doors with self closing devices and intumscent seals have been installed seperating the final exit doors from the communal areas.



Fd30s and intumscent strip

- 8) Cleaners storage cupboard on the ground floor is installed with timber FD30s fire door with combination intumscent and smoke seals. This door is locked by a 54 morice key and only held by authorised staff.



Section

11

Fire Fighting Equipment

1) There is no firefighting equipment on this premises.

Section 12

Fire Signage

- 1) Fire door keep shut signs are displayed where appropriate, on external electrical cupboard and communal fire doors display Fire Door Keep Shut/Locked” sign.



- 2) Yellow LPG warning signs are not displayed within the block. [refer to section 18](#).
- 3) 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) The fixed electrical installation shall be tested every 5 years. EICR has been carried on the 23/05/2024.



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

593446

EICR18.2C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671:2018+A2:2022 - Requirements for Electrical Installations

PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION			
DETAILS OF THE CONTRACTOR Registration No: 041075 Branch No: 000 Trading Title: C & S Electrical Installations Ltd Address: Unit 2, Bridge Street, Wednesbury Postcode: WS100AW Tel No: 0121 502 2017		DETAILS OF THE CLIENT Contractor Reference Number (CRN): N/A Name: Sandwell MBC Address: Direct 2 Industrial Park, Roway Lane, Oldbury Postcode: B69 3ES Tel No: N/A	
DETAILS OF THE INSTALLATION Occupier: Communal UPRN: N/A Address: 1-6 Willow Close, Cradley Heath, Sandwell, West Midlands Postcode: B64 6EG Tel No: N/A			
PART 2: PURPOSE OF THE REPORT Purpose for which this report is required: Requested by the housing association to verify the standard of the electrical installation and is safe for continued use Date(s) when inspection and testing was carried out: 23/05/2024 Records available (BS11): (No) Previous inspection report available (BS11): (No) Previous report date: (04/02/2019)			
PART 3: SUMMARY OF THE CONDITION OF THE INSTALLATION General condition of the installation (in terms of electrical safety): This installation is safe for continued use noting observations in part 5. Description of premises: Dwelling: ☐ Commercial: ☐ Industrial: ☐ Other (include brief description): COMMUNAL Estimated age of electrical installation: (30) years Evidence of additions or alterations: (No) If Yes, estimated age: N/A years Overall assessment of the installation is: Satisfactory <i>**An unsatisfactory assessment indicates that dangerous (Code C2) and/or potentially dangerous (Code C3) 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.</i>			
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 (capitalise) on behalf of the contractor identified in PART 1: Mr Craig Smith Signature: C Smith Date: 23/05/2024 I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 23/05/2029 (date) Give reason for recommendation: AS PER GUIDANCE NOTE 3, TABLE 3.2 OR CHANGE OF OCCUPANCY <i>The proposed date for the next inspection should take into consideration any legislative or regulatory 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.</i> REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR Name (capitalise) on behalf of the contractor identified in PART 1: MR DAVE BUTLER Signature: D Butler Date: 28/05/2024			

This report is based on the model forms shown in Appendix of BS 7671:2018+A2:2022
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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 Recipient'

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Original (to the person ordering the work)



- 7) Electrical service cupboard on the ground floor which is located externally on the rear of the building 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.



External Gas supply

Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse bin is stored in a secured bin room that is located next to the front entrance of the building. This can be accessed from both internal and externally and is kept secure. Bins Are regularly emptied by site services.



- 3) All internal refuse rooms are clear of any rubbish.



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



- 5) Sandwell Council '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 – 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) Both blocks have restricted access, this is via a key lock, each resident has their own fob to gain access. There is an intercom system that can allow visitors and contractors in.



Front and rear entrance doors with access system.

- 3) There is no current evidence of arson.
- 4) The perimeter of the premises is well illuminated. The front does not have any externally lighting installed to the building, however there is sufficient illumination by means of the street lighting. There is also a CCTV camera that is monitored by concierge staff.



Street lighting, rear external lighting & CCTV

- 5) There have been no reported fire incidents at 1-6 Willow Close 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:

1-6 Willow Close

Date of Action Plan:

21st October 2025

Review Date:

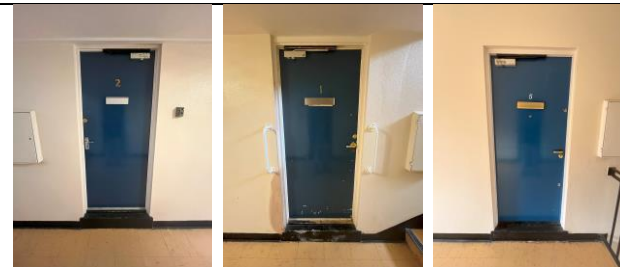
<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed

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).

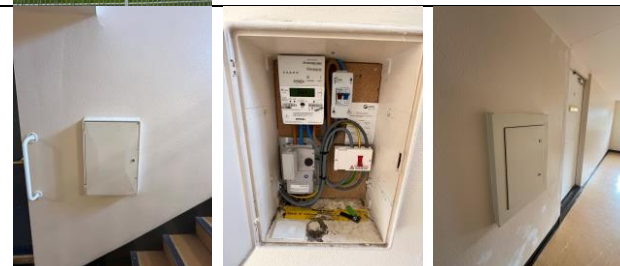
It is recommended that for future renovations of the block that the notional FD30 timber fire doors be replaced with FD30s certified fire rated doors.



It is recommended that the UPVC cladding be considered for removal on any future renovation to the building.



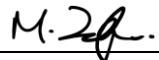
It is recommended that the residents' electrical cupboards be upgraded with fire rated doors in any future renovation program.



Fire Risk Assessment

Was not possible to access the roof void located through a roof hatch on the 2 nd floor due to not having keys. This FRA should be revied once access has been made available.	

Signed

	Fire Risk Assessor	Date: 21 st October 2025
	Building Safety Manager	Date: 21 st October 2025

Appendix 1

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

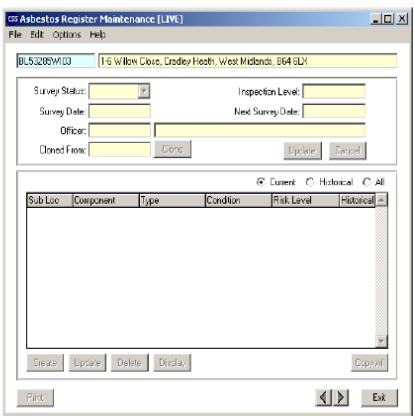
Name of property: 1-6 Willow Close

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).		

Asbestos Survey		Property Address		1-6 Willow Close, Cradley Heath, B64 6EG		☒ Office use	
Surveyed by		JOHN DAVIS		Date		19/03/14	
Checked by		DEREK STILL		Date		22/05/2020	
Reason for request		HSG 264 - Survey Report Type		Property Description			
Investment Void		Refurbishment Survey		THREE STOREY MEDIUM RISE BLOCK		Year Built	1968
Investment Tenanted		Management Survey	☒				
R & M Void		SHAPE Interrogated.	☒				
R & M Tenanted		No Existing SHAPE Data.	☒				
Medical / Emergency - Heating Works		Existing SHAPE Data.					
Communal Areas	☒	Refurb Surveys Interrogated ?					
				Notes / including details of similar property surveys completed. **NO ACCESS TO MAIN ROOF SPACE DURING SURVEY** **NO ACCESS TO GROUND FLOOR CLEANER'S CUPBOARD DURING SURVEY**			
Building Surveyors 0121 569 5077				Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES			

Fire Risk Assessment

Sample Locations		Property Address 1-6 Willow Close, Cradley Heath, B64 6EG						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled ?	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
MAIN ROOF SARKING FELT	BITUMEN	-	SEALED	-	NOT SAMPLED	-	-	PLEASE REQUEST SAMPLE IF TO BE DISTURBED
D.P.C.	BITUMEN	-	SEALED	-	NOT SAMPLED	-	-	PLEASE REQUEST SAMPLE IF TO BE DISTURBED
COMMUNAL STAIRS / LANDING WALLS	TEXTURED COATING	-	PAINT SEALED	JD 320 / 001	NONE DETECTED	NO	NO	
STAIRS SOFFIT BETWEEN GROUND AND 1 ST FLOORS	TEXTURED COATING	-	PAINT SEALED	JD 320 / 002	NONE DETECTED	NO	NO	
ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM's.								
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION		MATERIAL	LOCATION DESCRIPTION		MATERIAL	
LANDING CORNER PIPE BOXING BY REAR WINDOWS	M.D.F.	BINSTORE CEILING PANELS		SUPALUX	LANDING / STAIR FLOOR TILES		THERMOPLASTIC	
BOXING ACROSS 2 ND FLOOR LANDING CEILING	SUPALUX	BOXING ABOVE INTERNAL BINSTORE DOOR		SUPALUX	BOXING TO FRONT ENTRANCE LOBBY CEILING		SUPALUX	
MAIN ROOF SOFFIT	PLASTIC	BOXING TO SIDE OF STAIRS IN EXTERNAL ELECTRIC CUPBOARD		SUPALUX				
RAIN WATER GOODS	PLASTIC	REAR EXTERNAL ELECTRIC CUPBOARD WALLS		PLASTER				
FRONT ENTRANCE CANOPY SOFFIT	PLASTIC	REAR EXTERNAL ELECTRIC CUPBOARD CEILING		CONCRETE				



CERTIFICATE OF ANALYSIS

Asbestos Fibre Identification in Bulk Sample

Client Address: Sandwell MBC Operations & Development Centre
Direct 2 Trading Estate
Roway Lane
Oldbury
West Midlands
B69 3ES

Site Address: 1-6 Willow Close
Cradley Heath

Samples Received: 20/03/2014

Issue Date: 21/03/2014

Order Placed By: Derek Still

Sampled By: Sandwell MBC Operations & Development Centre

Analysed on: 21/03/2014

Authorised Signatory: 
Miss D Fogarty
Laboratory Analyst

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

Report No.: J005733					
Lab Ref.:	Site Ref.:	Room:	Sample Reference:	Analysis Result:	Analyst:
BS011575	JD320/001	Stairs and landing	Textured coating to walls	No Asbestos Detected	Ms D Fogarty
BS011576	JD320/002	Ground and first floor stairs	Textured coating to soffit between floors	No Asbestos Detected	Ms D Fogarty

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. The report should not be reproduced except in full, without written approval of the laboratory.

END OF REPORT

Analysed at:
Head Office:
20 Stourbridge Road,
Halesowen, West Midlands
B63 3US
Tel: 0121 550 0224 Fax: 0121 550 0841
Email: sales@bradley-enviro.co.uk



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