

Fire Risk Assessment



**7 – 12 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 = Tolerable

Subsequent reviews

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

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Section

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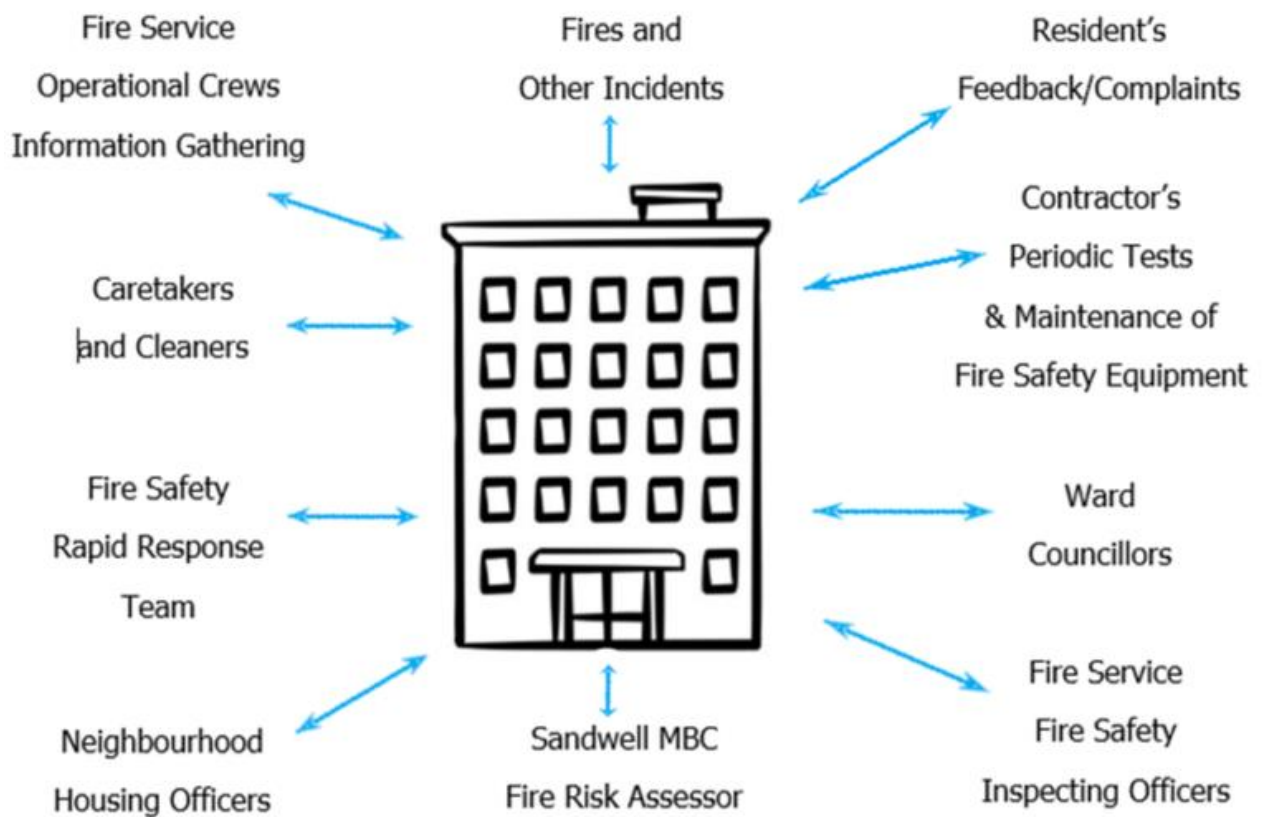
Introduction

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.

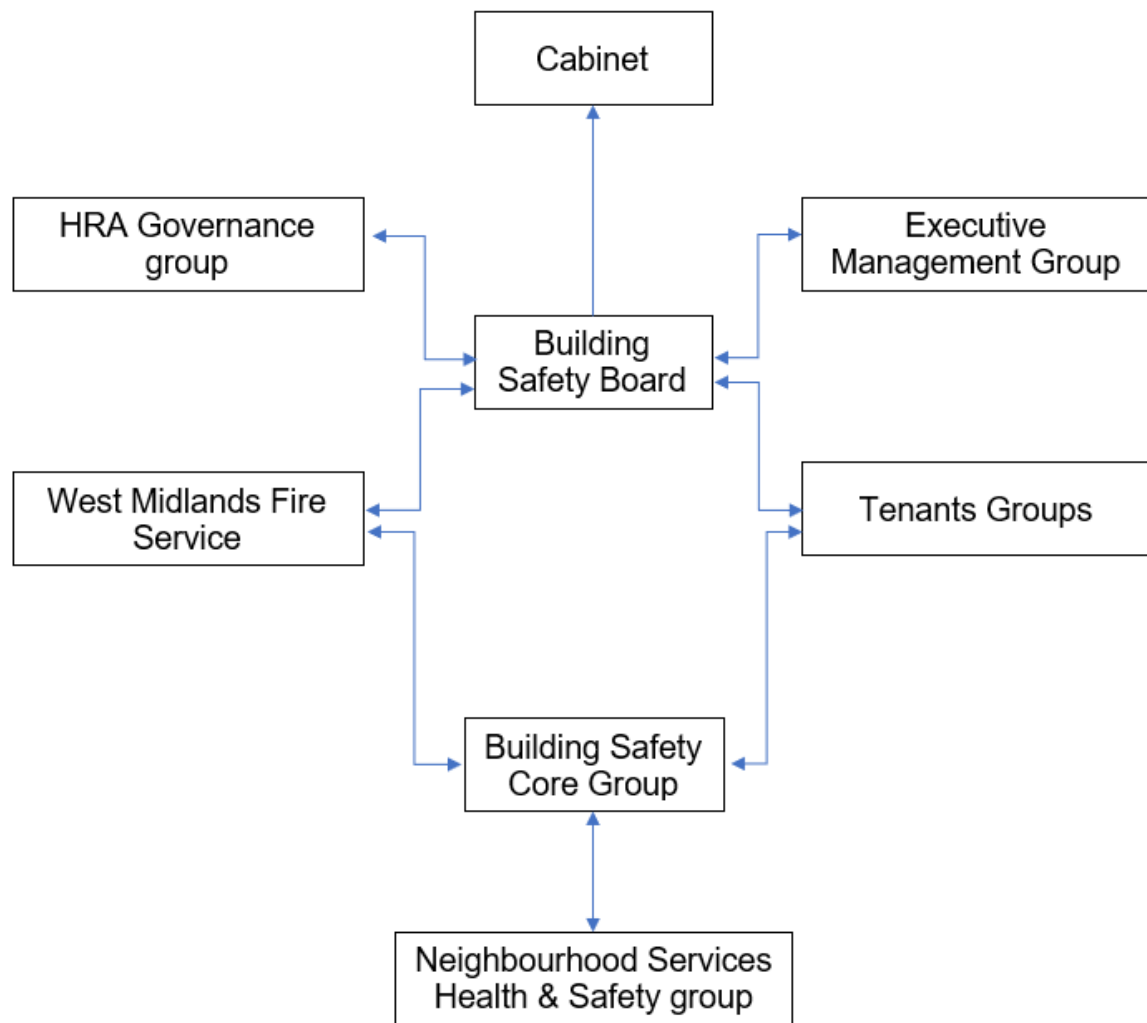
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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 Front entrance is through a brick-built porch with a pitched roof, with UPVC Dry Verge end caps and UPVC roof fascias attached.	Trivial

	Blocks 1-6 and 7-12 are attached by a section that includes UPVC cladding beneath the window units. 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 Roof is of a pitched construction with UPVC fascias installed under the roof line and concrete roof tiles.	
Section 7	Means of Escape from Fire There is access to the refuse bin stores internally via the ground floor corridor. Corridors, stairs and landings are clear of any obstruction. • Mobility scooter stored in corridor. • The firefighter override switch is currently not providing access to the building. Emails were sent to the CCTV team on 08/10/2025 and 13/10/2025 and have been advised that the issue has been logged with a contractor for resolution.	Tolerable
Section 8	Fire Detection and Alarm Systems Individual flats are fitted with hardwired smoke detection to an LD3 standard minimum. Fire detection sampled in flats;	Trivial

	Flat 8 hallway, lounge LD2 Flat 11 hallway, lounge, bedrooms LD1	
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 could not be checked for compartmentation due to not having keys. It is recommended that this FRA is reviewed once access is available. Recommendation that all FD30s notional timber flat entrance doors be upgraded to Certified FD30s as part of any future refurbishment programme. Recommendation that residents' electrical cupboards to be relocated to within residents' flats and housed within the required compartmentation as part of future refurbishment of the block. Flat 8 self-closing device needs adjusting, will not allow auto closer of door into the frame.	Tolerable

Section 11	Fire Fighting Equipment The premises have no provision for firefighting equipment.	Trivial
Section 12	Fire Signage There is sufficient Fire door keep shut signs & No Smoking 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 23/05/2024 Electrical cupboard is located outside to the rear of the block. This kept locked and is free of any combustibles. • External electrical cupboard door needs replacing. External slab of the door has suffered extreme water damage.	Tolerable
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. • Rear courtyard has rubbish and combustibles left against the building wall and close to a flat window.	Tolerable

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 by means of street lighting and CCTV on neighbouring block, door entry system prevents unauthorised access.	Trivial
Section 18	Storage Arrangements There are no external or internal storage cupboards for residents.	Trivial

Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

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

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

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

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

Slight harm

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

Moderate harm

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

Extreme harm

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

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

After carrying out a Type 1 fire risk assessment on
7- 12 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 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.

After assessing the building's use and its occupants, the potential life safety risk in the event of a fire is slight. This assessment is based on the presence of notional FD30s timber entrance doors to all flats, the installation of smoke detection systems meeting at least LD3 standards within each flat, and effective housekeeping practices in communal areas that minimize combustible materials. Additionally, each block benefits from two final exit doors, and a 'Stay Put Unless' fire strategy is in place.

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

The issue of the firefighter override switch failing to provide emergency access has been reported to the contractor for repair.

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		
Building & Fire Safety Team 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

7-12 Willows Close
Cradley Heath
B64 6LJ

Description of the Property

This Type 1 assessment covers the block at 7-12 Willow Close. The low-rise building, constructed in 1968 using traditional brick cavity wall construction, comprises three stories including the ground floor. Each floor contains two dwellings, totalling six units per block, served by a single central open staircase. Adequate parking is available at the front, with residents' vehicles parked at a safe distance from the building's envelope.



Ground floor – flats 7,8

1ST floor – flats 9,10

2nd floor – flats 11,12

The main entrance to the building is through a porch, with both front and rear doors secured by fob readers. Tradespeople and visitors use an intercom system for access. For emergencies, a firefighter manual override switch is located above the door intercom panel. However, during the assessment, the firefighter switch did not grant access to the building. This issue is 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, also on front section of the building
Number of Lifts	None
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



Front and rear entrance as indicated by the red arrows.

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 7 -12 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 primarily traditional brick construction with a pitched roof design. The roof features concrete tiles and UPVC fascia boards along the roofline. The front entrance is accessed via a brick-built porch with a pitched roof, which includes UPVC dry verge end caps, fascia boards, and attached drainage.



Front Elevation & rear Elevation



UPVC Dry Verge End caps and drainage.

- 2) Both the front and rear doors are constructed from timber. The front door features glazed inserts and spandrel panelling to the side, while the rear door includes a single pane of glass with aluminium trim. Adjacent to the front entrance on the front elevation, there is a set of timber doors enclosing the residents' refuse bins.



- 3) UPVC double-glazed window units have been installed in each flat and in the communal areas within the block. Additionally, UPVC cladding is present on the front elevation of the building, extending from the ground to the second floor. Upgrading this cladding has been previously recommended 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 and 7 -12

Section 7

Means of Escape from Fire

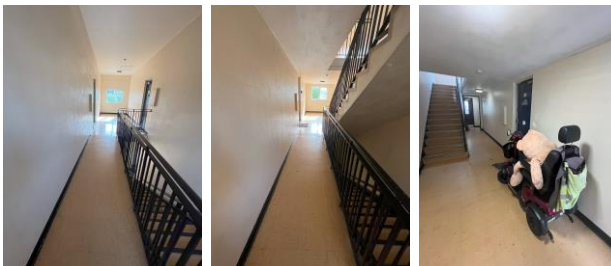
- 1) Each flat is equipped with, as a minimum LD3 fire detection to facilitate means of escape and provide sufficient response time.
- 2) The communal hallway floors are a mixture of stone floor tile and vinyl covering.



- 3) Front entrance doors to residents' flats have floor mats placed in communal area, they are of a suitable size and in acceptable condition, the fire rating for these mats is not known.



- 4) All corridors, landing and staircase are of adequate width and are kept clear to maintain safe exit in an event of fire. A mobility scooter stored outside flat 8 was noted.



2nd floor.

1st floor.

Ground floor.

5) Mobility scooter stored outside flat 8.



- 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) Willow Close 7-12 features a single staircase, positioned at the entrance of each block, which provides an adequate means of escape. The width of the staircases, measured from handrail to wall, is 1015mm and 1019mm respectively. These staircases are kept clear to ensure a safe means of escape.

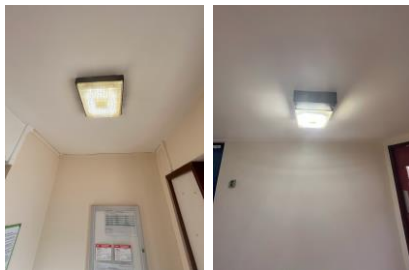


Ground to 1st & 2nd floor staircase.

- 8) UPVC window units have been installed on the staircase landings and within the corridors leading to the flats. These windows can be opened without a key to provide adequate airflow into the corridors and stairwells. However, there is no automatic smoke ventilation system installed on the premises.



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



- 10) On the ground floor communal hallway there is access to a bin refuse room which is located behind a FD30s fire door.



- 11) A communal fire door separates the front and rear final exit doors from the main communal area. The final exit doors are equipped with a levered handle operated exit system. These doors are regularly inspected by the Caretaking Teams as part of their routine checks. Any defective closing devices are replaced either by the Caretaking Teams or the in-house Repairs Teams



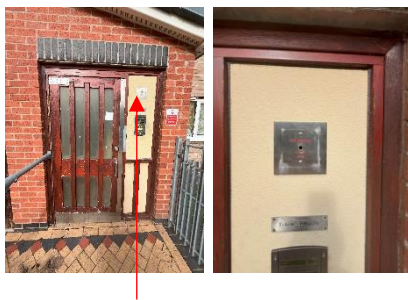
Communal doors before front and rear final exits doors.

- 12) There is a clear and safe exit out of the building via the two-ground floor exits. A timber block used to prop open a communal fire door adjacent the final exit door, was removed during the survey.



Front final & Rear final exits.

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



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) Access was obtained to resident's flats 8, 11 to check for detection.

Flat 8 – detection in hallway and lounge – LD2

Flat 11- detection in hallway, lounge and bedroom – LD1



Flat 8 & 11 detection.

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 contractor, City Fire.



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

Job Details

Job ID	Client Name	Site Name
180373	Dodd Group (Midlands) Limited	7-12 WILLOW CLOSE
Job Order Number	Details Of Client	Site Address
16828692	Dodd Group Ltd Stafford Park 13	
Client ID	Client Postcode	Site Post Code
25	TF3 3AZ	
Site ID		
8,579		

System Details

Manufacturer	Number of Fittings Onsite
Kosnic	3

Inspections and Tests

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

Sign Off Area

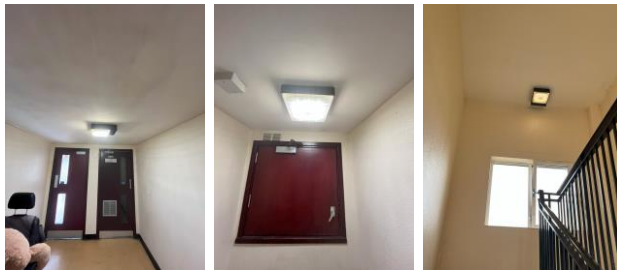
NAME OF ENGINEER	New Signature	New Date
James anderton		30/09/2025

Photos

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



- 3) Emergency lighting is installed throughout the building, including communal areas such as stairways, corridors, and lobbies. Additional units are also present within the electrical cupboard, refuse cupboards, and storage areas."



Communal area, stairwell 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 FD30s 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) The external door leaf to the electrical cupboard has sustained significant weather damage, requires replacement.**



- 5) 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 within the roof void. It is recommended that this FRA is reviewed once access is available.



- 5) All individual flats are installed with of notional FD30s fire rated timber doors. It has been recommended that on the next refurbishment to the building that the FD30s timber doors be upgraded to certified FD30s fire rated doors.



Ground floor flats 7,8,



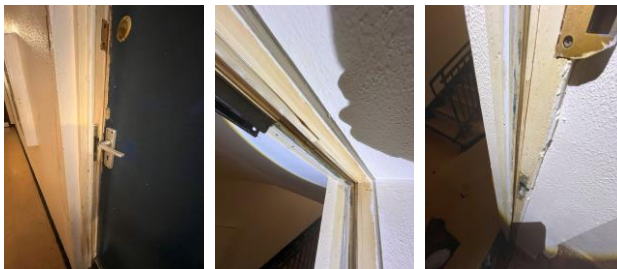
1st floor flats 9,10



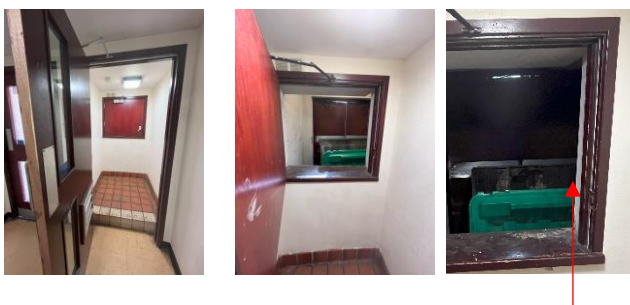
2nd floor flats 11,12

Willow Close 7-12 (O&E)	BL53285WI04	7-12 Willow Close (O&E);Cradley Heath;West Midlands;;	Intentionally Blank	
Willow Close 7-12 (O&E)	BL53285WI04	7 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Willow Close 7-12 (O&E)	BL53285WI04	8 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Willow Close 7-12 (O&E)	BL53285WI04	9 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Willow Close 7-12 (O&E)	BL53285WI04	10 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Willow Close 7-12 (O&E)	BL53285WI04	11 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Willow Close 7-12 (O&E)	BL53285WI04	12 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed

6) The self-closing device on Flat 8's entrance door requires adjustment, as it failed to fully close into the frame during the 15-degree opening test



7)The building has adequate compartmentation between the refuse bin room and the communal hallway. This is achieved through an FD30s timber fire door equipped with an automatic self-closing device. The refuse bin hatch is also fitted with a timber fire door that includes smoke seals. These seals were inspected for damage, and no issues were identified.



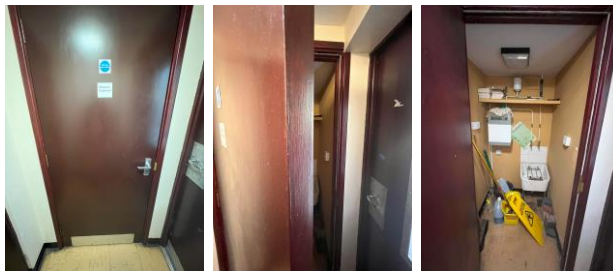
Bin store enclosure and smoke seals

- 8) Additional FD30s timber fire doors with self closing device and intumescent seals have been installed separating the final exit doors from the communal areas.



Fd30s and intumescent strip

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



- 10) Resident electrical cupboards are located next to residents flats. The cupboards inset into the block work with over units as a closure. It is recommended that on any future refurbishment of the block that the electrical cupboards are to be relocated within the residents flat at housed within the required compartmentation.



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.



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

Sources of Ignition

- 
- NICE**
APPROVED
CONTRACTOR



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

593451

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 N ^o : <u>041175</u> Branch N ^o : <u>000</u> Trading Title: <u>C & S Electrical Installations Ltd</u> Address: <u>Unit 2, Bridge Street, Wednesbury</u> Postcode: <u>WS100AW</u> Tel No: <u>0121 502 2107</u>		DETAILS OF THE CLIENT Contractor Reference Number (CRN): <u>N/A</u> Name: <u>Sandwell Mbc</u> Address: <u>Direct 2 Industrial Park, Rowley Lane, Oldbury</u> Postcode: <u>B69 3ES</u> Tel No: <u>N/A</u>	
DETAILS OF THE INSTALLATION Occasifier: <u>COMMUNAL</u> UPRN: <u>N/A</u> Address: <u>7-14 WILLOW CLOSE, CRADLEY HEATH, SANDWELL, WEST MIDLANDS</u> Postcode: <u>B64 6LX</u> Tel No: <u>N/A</u>			
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: <u>23/05/2024</u> Records available (6511): <u>(No)</u> Previous inspection report available (6511): <u>(No)</u> Previous report date: <u>04/02/2019</u>			
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): <u>COMMUNAL</u> Estimated age of electrical installation: <u>(30)</u> years Evidence of additions or alterations: <u>(No)</u> If Yes, estimated age <u>N/A</u> years Overall assessment of the installation is: <u>Satisfactory</u> <i>*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.</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 Schedule, 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 (as title) on behalf of the contractor identified in PART 1: <u>Mr Craig Smith</u> Signature: <u>C Smith</u> Date: <u>23/05/2024</u> I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: <u>23/05/2029</u> (date) Give reason for recommendation: <u>AS PER GUIDANCE NOTE 3, TABLE 3.2 OR CHANGE OF OCCUPANCY</u> <i>The general rule for the next inspection should take into consideration any significant or increasing 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 (as title) on behalf of the contractor identified in PART 1: <u>MR DAVE BUTLER</u> Signature: <u>D Butler</u> Date: <u>28/05/2024</u>			

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.



- 6) Discarded combustible items were noted against the building in the rear courtyard, present an unnecessary risk.



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.
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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. Although there is no external lighting installed at the front of the building, the area benefits from adequate street lighting. Additionally, a CCTV camera located at the corner of 1–6 is monitored by concierge staff.



Rear external lighting, Street lighting & CCTV

- 5) There have been no reported fire incidents at 7-12 Willow Close since the last FRA.
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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.
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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:

7 - 12 Willow Close

Date of Action Plan:

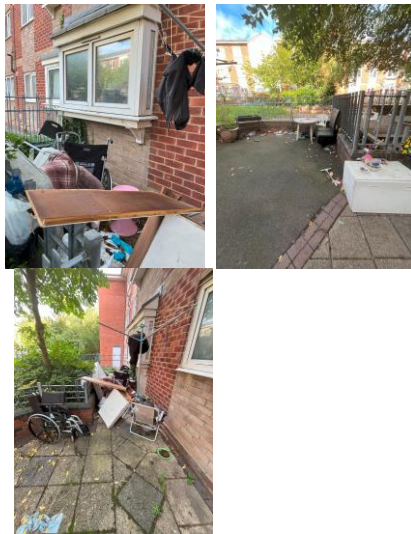
October 2025

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/5	Mobility scooter stored outside flat 8. Need removing.		P2	1 -3 Months Housing Manager	

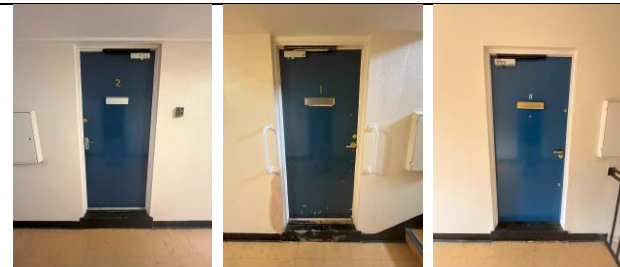
Fire Risk Assessment

10/4	The external door slab to the electrical cupboard has sustained damage due to prolonged exposure to rain. Needs replacing.		P2	1 -3 Months Fire Rapid Response	
10/6	Flat 8 self-closing device did not close on test. Needs adjusting		P2	1 -3 Months Fire Rapid Response	
15/6	All combustible materials discarded / stored in court yard against the building to be removed.		P2	1 -3 Months Housing Manager	

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).

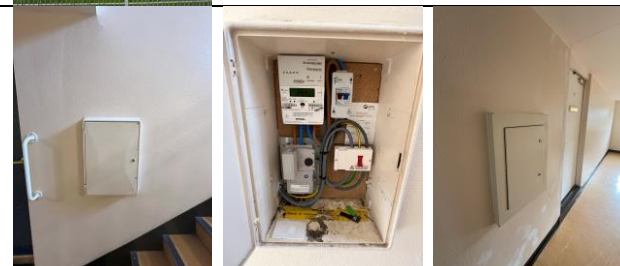
It is recommended that for future renovations of the block that the notional FD30s timber fire doors be replaced with certified FD30s fire rated doors.



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 relocated to within the residents' flats and housed within the required compartmentation on any future refurbishment of the block.



Was not possible to access the roof void located through a roof hatch on the 2nd floor due to not having access. It is recommended that this FRA is reviewed once access is available.



Signed

M. Zg.	Fire Risk Assessor	Date: 22 nd October 2025
Chill	Building Safety Manager	Date: 22 nd October 2025

Appendix 1

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

Name of property: 7-12 Willow Close

Updated: 02/04/2025

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 Tel:- 0121 569 5077.		



Report No.: J420705
Nature of Work: Management Survey
Issue Date: 16/04/2025
Client Name: Sandwell MBC (formerly Homes)
Building Services, Direct 2 Trading Estate, Roway Lane,
Oldbury, West Midlands, B69 3ES
UPRN: BL53285WI04 2
Site Address: 7-12 Willow Close, Cradley Heath, B64 6EG



Order Placed By: Dean Harding
Site Contact: Communal
Date(s) of Work: 02/04/2025
Technical Manager: D Ely CCP (Asbestos)
Assistant Surveyor(s): Not Applicable

Lead Surveyor:

A handwritten signature in black ink, appearing to be "Jack Baldwin".

Jack Baldwin
Asbestos Surveyor

Authorised Signatory:

A handwritten signature in black ink, appearing to be "Paul Walters".

Paul Walters
Technical Review Officer
16/04/2025

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



Executive Summary Report of Asbestos
Containing Materials (ACMs) By Risk

7-12 Willow Close, Cradley Heath

Report Number: J420705

Sample No.:	Floor Level:	Block Name:	Location:	Item:	Asbestos Content:	Determination Method:	Extent:	Risk Category:	Recommendations:
RD001037	E - External	Flats	11 - External	Asbestos Mastic	Chrysotile	Analysis of sample using PLM	60 linear metres	C7	Monitor condition