

# Fire Risk Assessment



**25 - 30 Elm Tree Way  
Cradley Heath,  
B64 6EN**

**Date Completed: 4<sup>th</sup> November 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

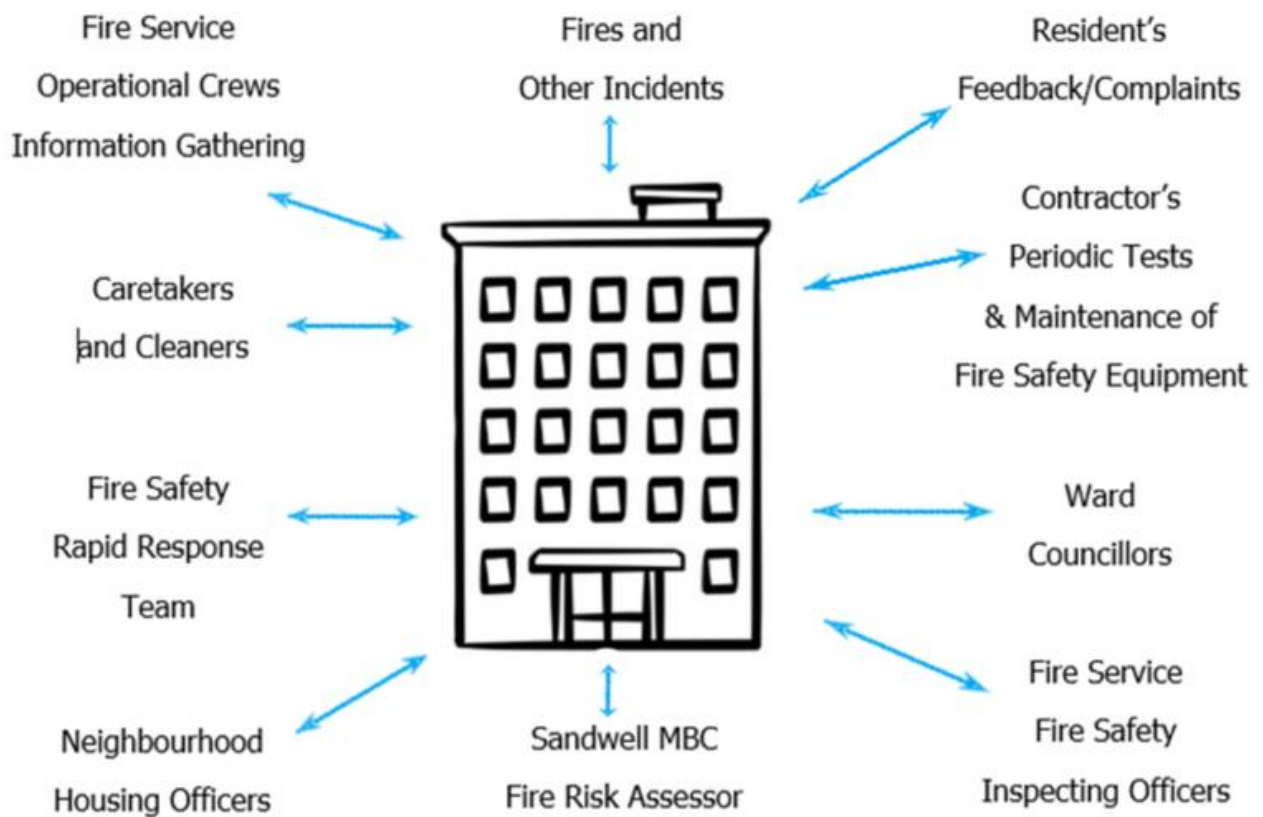
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The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment 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/feedb ack\\_and\\_complaints](https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feedback_and_complaints) or by phone on 0121 569 6000.

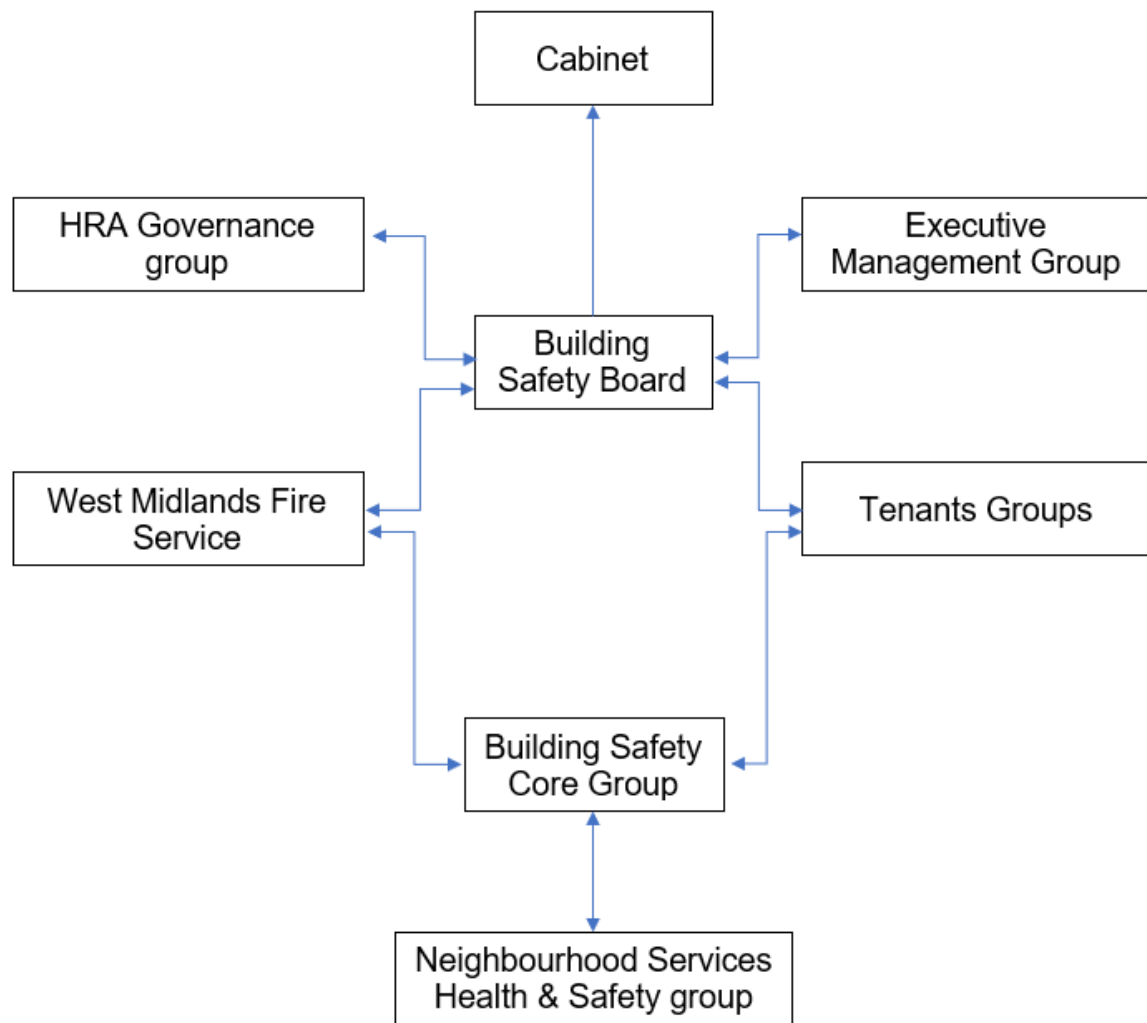
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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

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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
<a href="#">Section 6</a>	<b>External Envelope</b>  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

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	<p>Blocks 19 -24 and 25 -30 are attached by a section that includes UPVC cladding beneath the window units.</p> <p>Front entrance doors are of timber construction with additional timber framed side panel with Spandrel panelling.</p> <p>To the left of the front entrance there is a set of timber doors that house the refuse bins</p> <p>Roof is of a pitched construction with UPVC fascias installed under the roof line, concrete roof tiles are used for the roof.</p>	
<a href="#">Section 7</a>	<p><b>Means of Escape from Fire</b></p> <p>Individual resident meter cupboards are installed within the blockwork next to residents front entrance doors. Recommended to be relocated to within the residents' flats on any future renovations program.</p> <p>There is access to the refuse bin stores internally via the ground floor corridor.</p> <p>Corridors, stairs and landings are clear of any obstruction.</p> <ul style="list-style-type: none"> <li>• Pushchair outside flat 25, needs removing</li> </ul>	Tolerable
<a href="#">Section 8</a>	<p><b>Fire Detection and Alarm Systems</b></p> <p>Individual flats are fitted with hardwired smoke detection to an LD3 standard minimum.</p> <p>Access gained to sample flats for detection in this block.</p> <p>Flat 9 hallway, lounge LD2</p>	Trivial



<a href="#">Section 9</a>	<p><b>Emergency Lighting</b></p> <p>The premise has sufficient emergency/ escape lighting system in accordance with BS 5266.</p> <p>Emergency lighting is evident throughout the block, corridors, staircase landing.</p>	Trivial
<a href="#">Section 10</a>	<p><b>Compartmentation</b></p> <p>The block has sufficient compartmentation between dwellings.</p> <p>Cyclical programme in place to ensure fire stopping has not been compromised.</p> <p>No access to Roof void to check compartmentation, FRA is to be reviewed when access is gained.</p> <p>Flat 28,29,30 self-closing devices inspected and tested on the required 15-degree closure test, doors closed into the frames as required.</p> <p>Recommendation that all notional FD30s timber door be upgraded to Certified FD30s doors on any future renovations programme for the block.</p>	Trivial
<a href="#">Section 11</a>	<p><b>Fire Fighting Equipment</b></p> <p>The premises have no provision for firefighting equipment.</p>	Trivial
<a href="#">Section 12</a>	<p><b>Fire Signage</b></p> <p>There is sufficient Fire door keep shut signs &amp; No Smoking signs in place.</p>	Trivial
<a href="#">Section 13</a>	<p><b>Employee Training</b></p> <p>All staff receive basic fire safety awareness training.</p>	Trivial

<a href="#">Section 14</a>	<p><b>Sources of Ignition</b></p> <ul style="list-style-type: none"> <li>Unsatisfactory EICR was on the 21/10/2024, email sent to electrical team on the 22/10/2025 This has now been scheduled for remedial work.</li> </ul> <p>Electrical cupboard is located outside to the rear of the block. This kept locked and is free of any combustibles.</p> <p>Residents' electrical meters are housed within a secure metal unit.</p>	<p>Trivial</p>
<a href="#">Section 15</a>	<p><b>Waste Control</b></p> <p>Caretakers undertake regular checks and bins are stored away within secured bin room.</p> <p>Refuse bins stored in a dedicated refuse cupboard located outside next to the entrances.</p>	<p>Trivial</p>
<a href="#">Section 16</a>	<p><b>Control and Supervision of Contractors and Visitors</b></p> <p>Contractors are controlled centrally, and hot works permits are required where necessary.</p>	<p>Trivial</p>
<a href="#">Section 17</a>	<p><b>Arson Prevention</b></p> <p>There is external lighting by means of street lighting and CCTV on neighbouring block, door entry system prevents unauthorised access.-</p> <ul style="list-style-type: none"> <li>Children's plastic play equipment and storage is placed against the envelope of the building and under UPVC windows and cladding. Will need to be relocated away from the building.</li> </ul>	<p>Trivial</p>

<a href="#">Section 18</a>	<b>Storage Arrangements</b>  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.

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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:

<b>Slight harm</b>	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).
<b>Moderate harm</b>	Outbreak of fire could foreseeably result in injury including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
<b>Extreme harm</b>	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 ☐

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## Comments

After carrying out a Type 1 fire risk assessment on  
25 - 30 Elm Tree Way,  
Cradley Heath,  
B64 6EN

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.

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 notional FD30s timber doors are acceptable. However, it is recommended that the notional fire doors within this building are replaced with certified FD30s door sets as part of any future refurbishment programme. Residents electric meter cupboards should also be considered for relocation from the communal lobbies into the flats themselves under significant refurbishment works..

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.*

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Risk level	Action and timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional fire precautions are required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time. 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

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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.

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## 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:

<b>Chief Executive</b> Shokat Lal		
<b>Executive Director Asset Manager &amp; Improvement</b> Alan Lunt		
<b>Assistant Director Asset Manager &amp; Improvement</b> Sarah Agar		
<b>Fire Safety Manager</b> Tony Thompson		
<b>Team Lead Fire Safety</b> Jason Blewitt		
<b>Team Lead Building Safety</b> Anthony Smith		
<b>Housing Office Manager</b> Prabha Patel		
<b>Building Safety Managers</b> Adrian Jones Carl Hill Louis Conway Andrew Froggatt	<b>Fire Risk Assessors</b> Mohammed Zafeer Stuart Henely Craig Hudson	<b>Resident Engagement Officers – Fire Safety</b> 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

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25 - 30 Elm Tree Way  
Cradley Heath  
B64 6EN

#### Description of the Property

This Type 1 assessment covers the block at 25 - 30 Elm Tree Way. 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 25,26  
1<sup>ST</sup> floor – flats 27,28  
2<sup>nd</sup> floor – flats 29,30

The main entrance to the building is through a porch, with both front and rear doors secured by fob readers. Trades people and visitors use an intercom system for access. For emergencies, a firefighter manual override switch is located above the door intercom panel.



Front and rear entrances to block

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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 Haden Cross Fire Station, which is 1.5 miles.

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 Void	Via 2 <sup>nd</sup> 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,

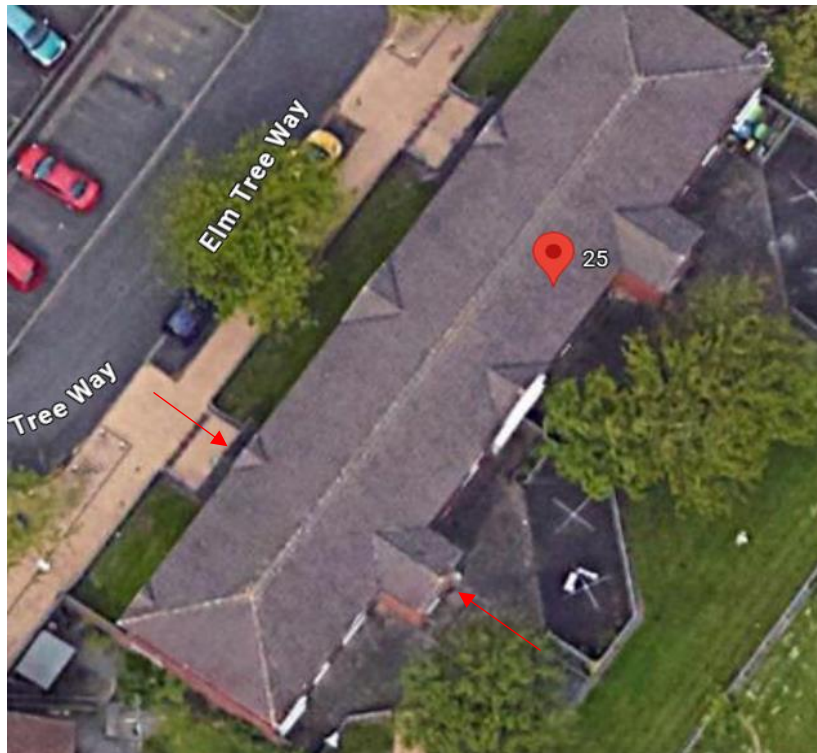
Contractors,

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

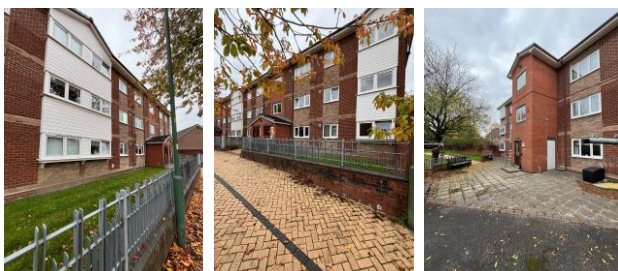
### External envelope

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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 25 - 30 Elm Tree Way 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 may be worth considering 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 and rear 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 Shiplap cladding to the front and rear and UPVC window units

## Section 7

## Means of Escape from Fire

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- 1) Each flat is equipped with, as a minimum LD3 fire detection to facilitate means of escape and aid a 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 but deemed to be of low risk.



- 3) All corridors, landing and staircase are of adequate width of 976mm and are kept clear to promote maintain safe exit in an event of fire.



2<sup>nd</sup> floor.

1<sup>st</sup> floor.

Ground floor.

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**4) Pushchair placed outside flat 25 to be removed. Access not gained.**



5) Resident electrical cupboards are currently located adjacent to individual flats. These cupboards are installed within secure units integrated into the block's structure. It is recommended that, during any future refurbishment works, the electrical cupboards be relocated inside each resident's flat and enclosed within the appropriate fire-rated compartmentation

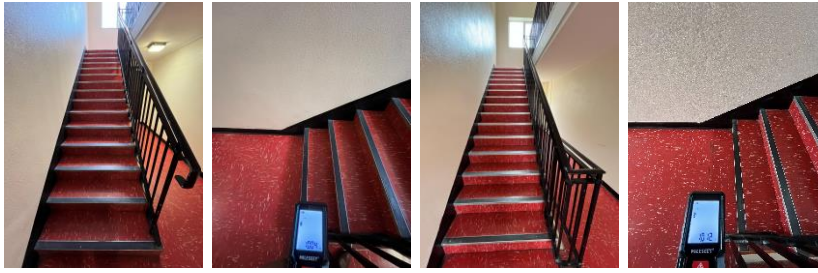


6) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.



7) Elm Tree Way 25 – 30 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 1004 mm and 1012 mm respectively. These staircases are kept clear to ensure a safe means of escape.



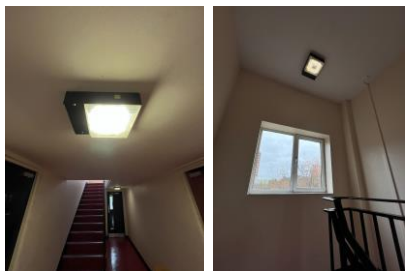


Ground to 1<sup>st</sup> & 2<sup>nd</sup> floor staircase.

- 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.



Refuse bin room

- 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 levered handle-operated exit system. These doors are regularly inspected by the Caretaking Teams as part of their routine checks. Any defective self-closing devices are replaced either by the Caretaking Teams or the in-house Repairs Team.



Communal doors with front and rear final exits doors with levered handles.

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



Front final & Rear final exits.

## Section 8

# Fire Detection and Alarm Systems

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- 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 a minimum 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 to check for detection.

Flat 28 – Detection in hallway x 2, lounge – LD2

Flat 29 - Detection in hallway x 2, lounge - LD2



# 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 tested by Sandwell contractor City Fire.



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

### Job Details

Job ID 180328	Client Name Dodd Group (Midlands) Limited	Site Name 25-30 ELM TREE WAY (O&E)
Job Order Number 16828990	Details Of Client Dodd Group Ltd Stafford Park 13	Site Address
Client ID 25	Client Postcode TF3 3AZ	Site Post Code
Site ID 8,588		

### System Details

Manufacturer Kosnic	Number of Fittings Onsite 3
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### 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
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### Photos

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



- 4) Emergency lighting is installed throughout the building, including communal areas such as stairways, corridors, and lobbies.



Communal area, stairwell emergency lights.

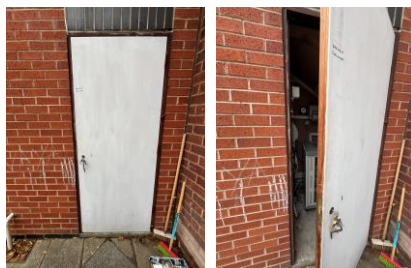
## Section 10

# Compartmentation

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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 notional timber FD30s 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.



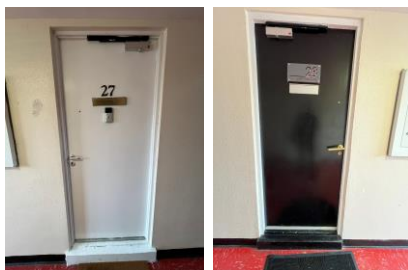
- 4) On the second floor there is a roof hatch, it was not possible to gain access to inspect the compartmentation and fire stopping within the roof void. The FRA should be reviewed once access is possible.



- 5) All individual flats are installed with of notional FD30s rated timber doors. It has been recommended that on the next refurbishment to the building that the FD30s timber doors be upgraded to FD30s certified doors. Flats 28,29,30 self-closing devices inspected and tested on the required 15-degree closure test, doors closed into the frames as required.



Ground floor flats, 25,26



1<sup>st</sup> floor flats 27,28



2<sup>nd</sup> floor flats 29,30

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Elm Tree Way 25-30 (O&E)	BL16665EL08	25-30 Elm Tree Way (O&E);Cradley Heath;West Midlands;	Intentionally Blank		
Elm Tree Way 25-30 (O&E)	BL16665EL08	25 Elm Tree Way;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed	
Elm Tree Way 25-30 (O&E)	BL16665EL08	26 Elm Tree Way;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed	
Elm Tree Way 25-30 (O&E)	BL16665EL08	27 Elm Tree Way;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed	
Elm Tree Way 25-30 (O&E)	BL16665EL08	28 Elm Tree Way;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed	
Elm Tree Way 25-30 (O&E)	BL16665EL08	29 Elm Tree Way;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed	
Elm Tree Way 25-30 (O&E)	BL16665EL08	30 Elm Tree Way;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed	

- 6) 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 a self-closing device. The refuse bin hatch is also fitted with a timber fire door that includes smoke seals. The condition of these seals was inspected; no issues were identified.



Bin store enclosure and smoke seals

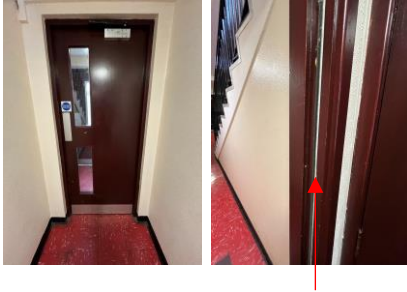
- 7) The fire door to the refuse cupboard on the ground floor within the communal corridor is equipped with a vision panel and an intumescent ventilation grill.



Refuse bin room door and ventilation intumescent seals.



- 8) Additional FD30s timber fire doors with self closing devices and smoke seals have been installed, these doors separate the communal area from the final, exit doors.



FD30s and smoke seals.

- 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.



**Section**

**11**

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## Fire Fighting Equipment

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1) There is no firefighting equipment on this premises.

## Section 12

### Fire Signage

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- 1) Fire door keep shut signs are displayed where appropriate, on communal fire doors, refuse bin stores and cleaners cupboard 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.



External and internal No Smoking signs.

## **Section 13**

### **Employee & Resident Training/Provision of Information**

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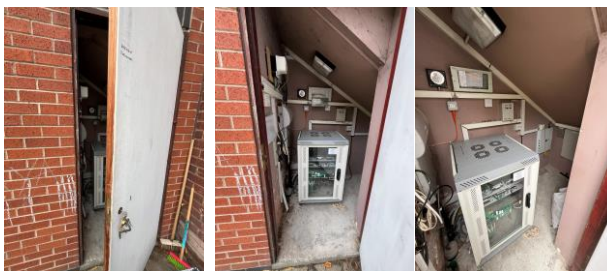
- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking teams are not currently 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

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- 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. Unsatisfactory EICR was noted on the 26/02/2025, email sent to electrical team on the 22/10/2025. Remedial work now been scheduled.
- 5) 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. There is a CCTV server unit placed within the cupboard. This is deemed acceptable.



- 6) 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.
-

7) Residents' electrical meters are housed within metal secured units.



## Section 15

### Waste Control

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- 1) There is a regular Cleaning Service to the premises. This is confirmed by the signing in sheets for site service staff. Regular checks are made by caretaking staff to minimise the risk of waste accumulation.



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



- 3) Sandwell Council 'Out of Hours' service is in place to remove bulk items.



## Section 16

## Control and Supervision of Contractors and Visitors

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- 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

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- 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, each resident has their own fob to gain access. There is an intercom system that will facilitate visitors and contractors access.



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 system is located at the corner of 19-24 which is monitored by concierge staff.



CCTV System

- 5) Children's plastic play equipment and storage is placed against the building near UPVC windows and cladding. Will need to be relocated away from the building.**



- 6) There have been no reported fire incidents at 25 - 30 Elm Tree Way since the last FRA.

## Section 18

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### Storage Arrangements

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- 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

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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:

25 - 30 Elm Tree Way

Date of Action Plan:

24<sup>th</sup> November 2025

Review Date:

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/4	Pushchair placed outside flat 25. Need to be removed.		P2	1-3 Months Housing Manager	

## Fire Risk Assessment

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17/5	Children's plastic play equipment and storage is placed against the building near UPVC windows and cladding. Will need to be relocated away from the building.		P2	1-3 Months Housing Manager	
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### 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 are to 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.



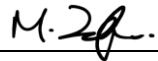

It is recommended that the residents' electrical cupboards be relocated within the residents' flats and housed within required compartmentation in any future renovation program.



On the second floor there is a roof hatch, it was not possible to gain access to inspect the compartmentation and fire stopping within the roof void. The FRA will need to be reviewed once access is possible.



**Signed**

	Fire Risk Assessor	Date: 24 <sup>th</sup> November 2025
	Building Safety Manager	Date: 24 <sup>th</sup> November 2025



Appendix 1

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

Name of property: 25 - 30 Elm Tree Way

Updated: 29/04/2025

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 <a href="tel:01215695077">Tel:- 0121 569 5077</a> ).		



**Report No.:** J410753  
**Nature of Work:** Management Survey  
**Issue Date:** 15/05/2025  
**Client Name:** Sandwell MBC (formerly Homes)  
Building Services, Direct 2 Trading Estate, Roway Lane,  
Oldbury, West Midlands, B69 3ES  
**UPRN:** BL16665EL08 2  
**Site Address:** Elm Tree Way 25-30 (O&E), Cradley Heath, B64 6EN



**Order Placed By:** Dean Harding  
**Site Contact:** Communal  
**Date(s) of Work:** 29/04/2025  
**Technical Manager:** D Ely CCP (Asbestos)  
**Assistant Surveyor(s):** Not Applicable  
**Lead Surveyor:**

  
Oliver Burt  
Asbestos Surveyor

**Authorised Signatory:**

  
Louise Farmer  
Technical Review Officer and Asbestos Consultant  
15/05/2025

Non-accredited activities are present within this report.

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Management Survey (with MA - LOD) Template Version 56

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