

# Fire Risk Assessment

**7-12 Vale Court  
Overend Road  
Cradley Heath  
B64 7DS**

**What3words: ///puddles.jabs.rats**



**Date Completed: 05/12/2025**

**Review Period: 3 years.**

**Officer: S. Henley Fire Risk Assessor**

**Checked by: A. Froggatt Building Safety Manager**

**Current Risk Rating = Tolerable**

## Subsequent reviews

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

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## Contents

<a href="#">Section 0</a>	<b>Introduction</b>	
<a href="#">Section 1</a>	<b>Significant Findings (executive summary)</b>	
<a href="#">Section 2</a>	<b>People at Significant Risk of Fire</b>	
<a href="#">Section 3</a>	<b>Contact Details</b>	
<a href="#">Section 4</a>	<b>Description of Premises</b>	
<a href="#">Section 5</a>	<b>Building Plan</b>	
<a href="#">Section 6</a>	<b>External Envelope</b>	
<a href="#">Section 7</a>	<b>Means of Escape from Fire</b>	
<a href="#">Section 8</a>	<b>Fire Detection and Alarm Systems</b>	
<a href="#">Section 9</a>	<b>Emergency Lighting</b>	
<a href="#">Section 10</a>	<b>Compartmentation</b>	
<a href="#">Section 11</a>	<b>Fire Fighting Equipment</b>	
<a href="#">Section 12</a>	<b>Fire Signage</b>	
<a href="#">Section 13</a>	<b>Employee Training</b>	
<a href="#">Section 14</a>	<b>Sources of Ignition</b>	
<a href="#">Section 15</a>	<b>Waste Control</b>	
<a href="#">Section 16</a>	<b>Control and Supervision of Contractors and Visitors</b>	
<a href="#">Section 17</a>	<b>Arson Prevention</b>	
<a href="#">Section 18</a>	<b>Storage Arrangements</b>	
<a href="#">Section 19</a>	<b>Additional Control Measures. Fire Risk Assessment</b>	
<a href="#">Appendix 1</a>	<b>Significant Hazards on Site and Information to be provided for the Fire Service</b>	

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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).

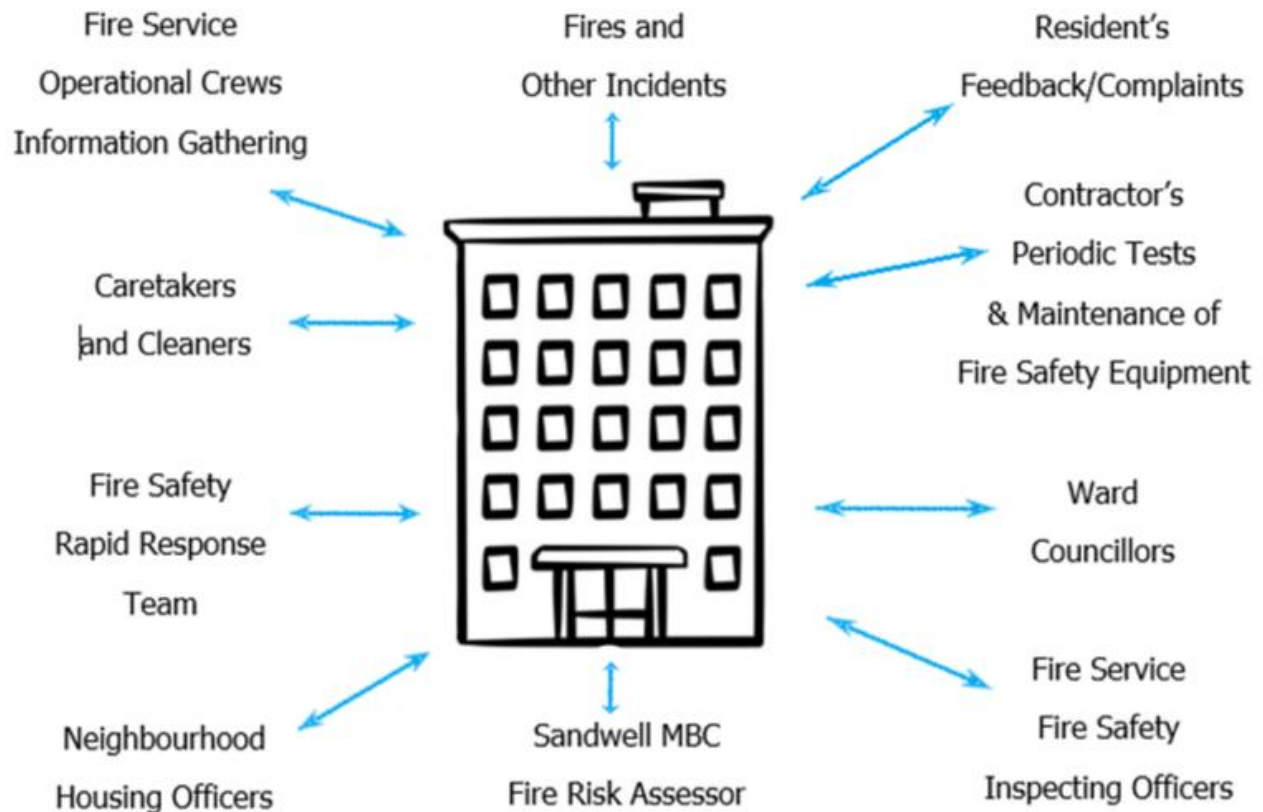
Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him 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/feedback\\_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.

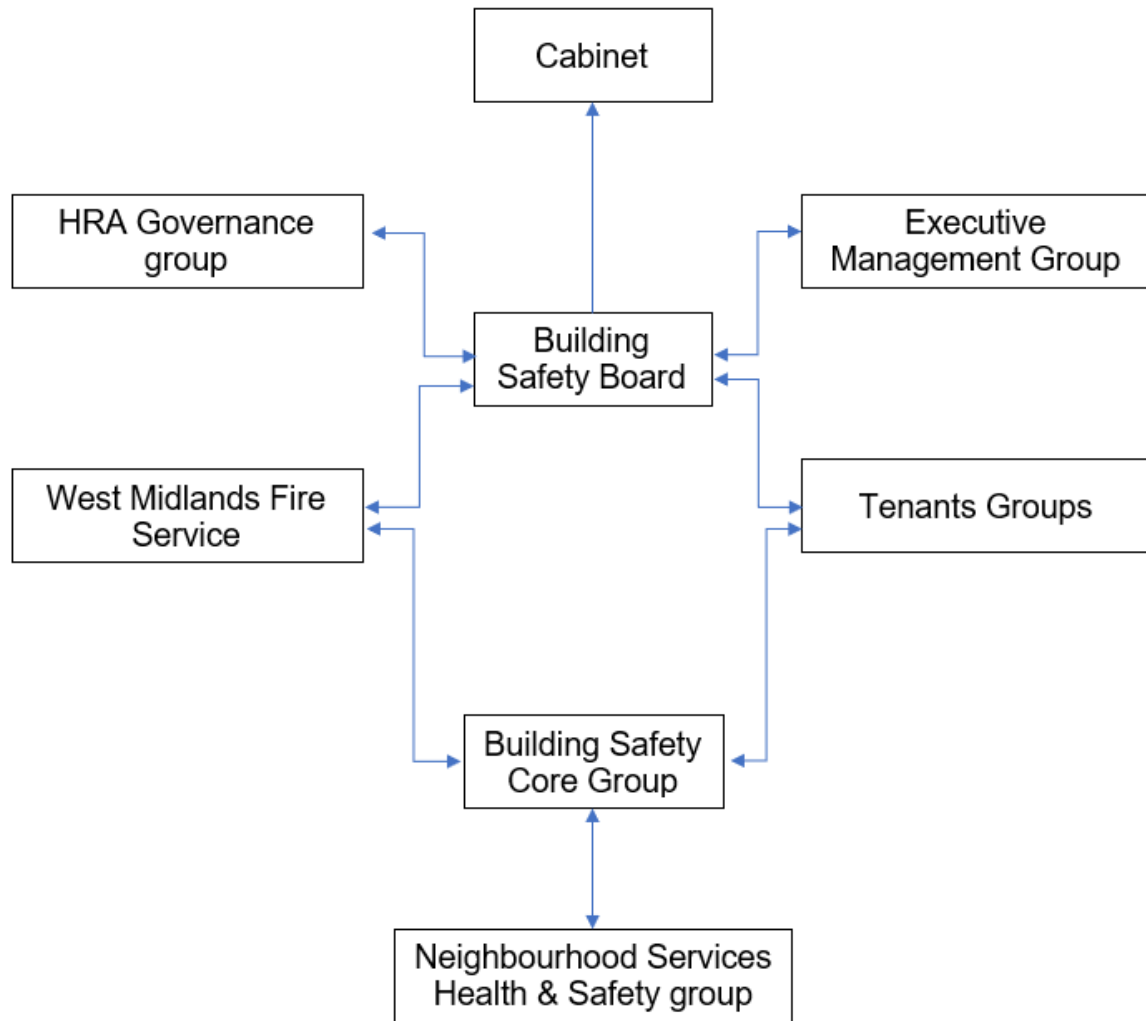
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.

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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.

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**Section****1****Significant findings**

The significant findings (executive summary) of the fire risk assessment include those measures that have been or will be undertaken by the responsible person in order to comply with the RR(FS)O 2005.

Groups of people especially at risk of fire include such people as remote or lone workers, at risk due to layout of the building, visitors and contractors unfamiliar with the building layout as well as those with physical, sensory or mental health issues.

A third requirement that under the order must be recorded is the fire safety arrangements. This is the effective planning, organisation, control, monitoring and review of the preventive and protective measures. These are shown in the introduction.

**Significant findings**

*Include a brief summary of protective and preventative measures where relevant along with any issues found.*

The escape strategy is '**Stay Put Unless**'. This means in the event of a fire in your flat you should evacuate. If there is a fire elsewhere in the building, you should stay put unless you are affected by fire or smoke.

Section number	Section Area	Individual Risk Level
<a href="#">Section 6</a>	<b>External Envelope</b>  The external construction is a post and panel non-traditional type concrete construction to include 110mm mineral wool dual density insulation boards finished with Johnstone's Stormshield 1.5mm silicone enhanced render. The second-floor external wall is clad in Marley interlocking tiles; this continues onto the pitched roof (Mansard style roof)	Trivial

<a href="#">Section 7</a>	<p><b>Means of Escape from Fire</b></p> <p>There is a concrete constructed single central staircase leading to the final exit doors, two at the front and one rear. offering adequate means of escape. All communal hallway floors are finished in hard flooring.</p> <p>Flats doors are 30-minute uPVC fire doors, including those in 1-hour rated walls</p> <p>Some door deficiencies require rectification. See section 7/3a, 7/3b, 7/3c</p> <p>Plastic trunking runs in communal areas see section 7/11</p>	<p>Tolerable</p>
<a href="#">Section 8</a>	<p><b>Fire Detection and Alarm Systems</b></p> <p>Individual flats have a fire detection system fitted to a minimum of a LD3 standard.</p> <p>No detection in communal areas.</p>	<p>Trivial</p>
<a href="#">Section 9</a>	<p><b>Emergency Lighting</b></p> <p>These premises are fitted with emergency lighting within the building.</p>	<p>Trivial</p>
<a href="#">Section 10</a>	<p><b>Compartmentation</b></p> <p>The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats.</p> <p>Flat &amp; service cupboard doors are 30-minute fire doors.</p>	<p>Trivial</p>

<a href="#">Section 11</a>	<b>Fire Fighting Equipment</b>  The premises have no provision for firefighting equipment.	Trivial
<a href="#">Section 12</a>	<b>Fire Signage</b>  Sufficient 'Fire Door – Keep Locked' and 'No Smoking' signage are fitted where required	Trivial
<a href="#">Section 13</a>	<b>Employee Training</b>  All staff receive basic fire safety awareness training.	Trivial
<a href="#">Section 14</a>	<b>Sources of Ignition</b>  The fixed electrical installation should be tested every 5 years. Last EICR was carried out on the 26/02/2025.	Trivial
<a href="#">Section 15</a>	<b>Waste Control</b>  Caretakers undertake regular checks, and the waste bins are stored between block 1-6 and 7-12. Relocate these away from the building.	Tolerable
<a href="#">Section 16</a>	<b>Control and Supervision of Contractors and Visitors</b>  Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
<a href="#">Section 17</a>	<b>Arson Prevention</b>  The entrance/exit doors have door entry systems installed. The doors are to be kept shut at all times and this is highlighted to residents and visitors using 'Keep Door Shut' signage.	Trivial

<a href="#">Section 18</a>	<b>Storage Arrangements</b>  Residents should not store fuel or LPG Cylinders in their home or storage facilities.	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:

<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

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.

A Type 1 Fire Risk Assessment of the premises at 7-12 Vale Court, Overend Road, Cradley Heath has been carried out. The assessment included a thorough inspection of the site's layout, identification of potential fire hazards, and evaluation of existing fire safety measures. The findings and recommendations have been documented.

Based on the assessment, the likelihood of a fire is deemed medium prior to the implementation of the action plan, due to the identified normal fire hazards. Considering the use of the premises and the occupants within the block, the potential consequences for life safety in the event of a fire would be slight harm. This is because all flats appear to be fitted with FD30s rated doors, smoke/heat detection systems installed to a minimum of LD3 in all flats, two final exit doors, and a stay-put strategy unless a fire strategy is in place.

Access was gained to a sample of properties as part of the risk assessment. A number of property fire doors inspected required fire safety furniture adding, see section 7.

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

Once the recommended actions have been completed, the overall risk rating for the building will be reduced to trivial, subject to the implementation of the suggested measures outlined in this fire risk assessment.

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

<b>Risk level</b>	<b>Action and timescale</b>
<b>Trivial</b>	No action is required, and no detailed records need to be kept.
<b>Tolerable</b>	No major additional fire precautions are required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
<b>Moderate</b>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
<b>Substantial</b>	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.
<b>Intolerable</b>	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.)***

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## 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 Andrew Froggatt Carl Hill Louis Conway	<b>Fire Risk Assessors</b> Mohammed Zafeer Stuart Henley 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

7-12 Vale Court  
Overend Road  
Cradley Heath  
B64 7DS

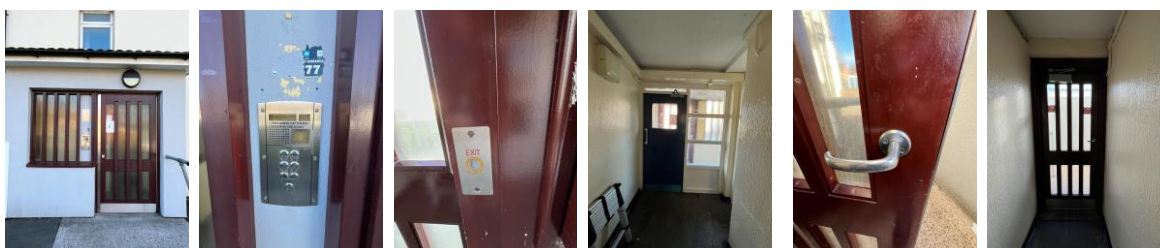


A Type 1 Fire Risk Assessment of the premises at 7-12 Vale Court, Overend Road, Cradley Heath has been carried out. The assessment included a thorough inspection of the site's layout, identification of potential fire hazards, and evaluation of existing fire safety measures. The findings and recommendations have been documented.

This low-rise, three-storey block was constructed in 1955 using a post and panel non-traditional type concrete construction. The third-floor external wall is clad in Marley interlocking tiles; this continues onto the pitched roof (Mansard style roof).

In 2018 the block underwent an external wall refurbishment to include 110mm mineral wool dual density insulation boards finished with Johnstone's Stormshield 1.5mm silicone enhanced render (fire classification B-s1,d0, this is a classification under the European fire safety standard, EN 13501-1, and signifies a good level of fire performance for combustible materials.)

The block comprises of 6 flats in total with 2 flats on each floor. Flats are fitted with uPVC windows. There are final exit doors at both the front and rear of the block, each fitted with automatic closing devices. At the front of the property, there are two final exit doors: the first is operated by a lever handle, and the second by a push button. The rear final exit door is operated using a lever handle to facilitate easy evacuation. This arrangement provides adequate escape routes for occupants.

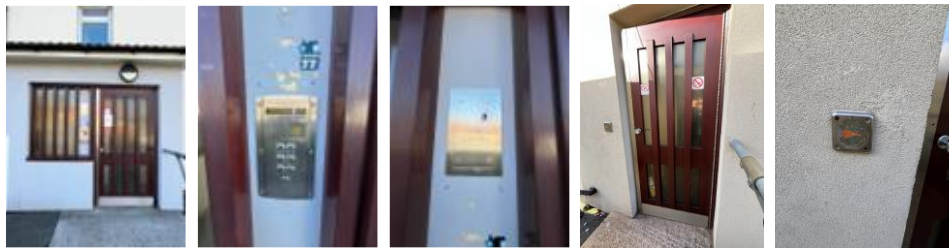


The front entrance features a porch with a pitched roof covered in concrete Marley interlocking tiles, with uPVC fascia and soffits. The porch contains the main entrance door, which is timber, self-closing, with glass panels and a spandrel section on the side which houses the intercom and fireman's drop key switch unit. A light unit is fitted above the door for safety.



The main entrance to the block is accessed off Overend Road, with a secondary exit located at the rear accessible via the steel side gates.

The front entrance is fitted with an intercom door entry system, fob access and a firefighter override switch. The rear entrance is accessed via fob only.



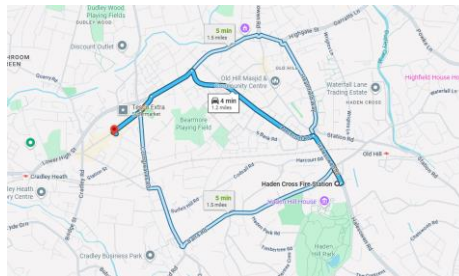
The building has a dedicated central staircase leading to the final exit doors (X2). At the front of the block there are 2 final exit doors, with 1 final exit door at the rear. The final exit doors are fitted with a self-closer, the first final exit door at the front is fitted with a levered handle and the final door a push button, the rear final exit door is fitted with a levered handle.



Residents' refuse is disposed of at the side of the block in to supplied galvanised steel wheelie bins. The refuse bins require relocating to a safer distance from the building, see section 15/2



The enforcing authority is West Midlands Fire Service.  
The nearest fire station is Haden Cross Fire Station,  
located approximately 1.2 miles away.



Premise location: What3words: [///puddles.jabs.rats](https://www.what3words.com/#!/puddles.jabs.rats)

High/Low Rise	Low-Rise
Number of Floors	3
Date of Construction	1955
Construction Type	Non-Traditional (Cornish)
Last Refurbished	2018 (external)
External Cladding	None
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to loft space	Yes - 2nd floor landing loft hatch
Equipment on roof (e.g. mobile phone station etc)	None

### **Persons at Risk**

Residents / Occupants of 6 flats

Visitors,

Sandwell MBC employees,

Contractors,

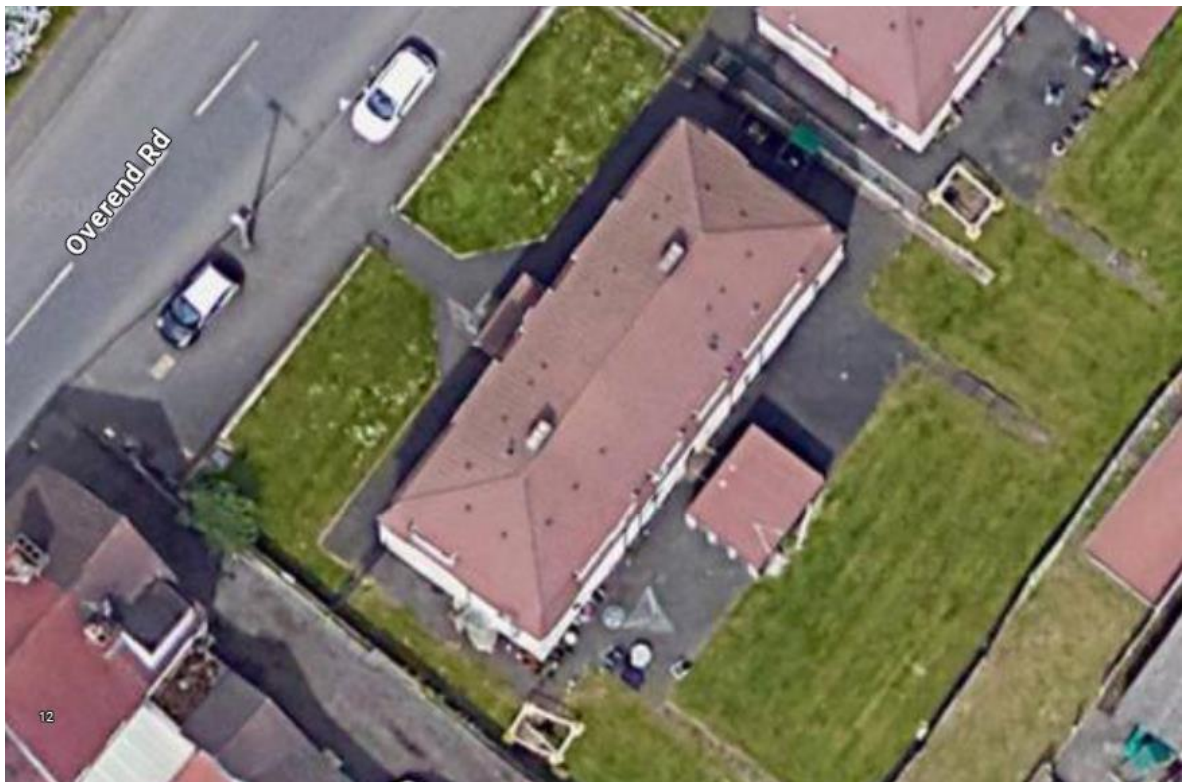
Service providers (e.g. meter readers, delivery people etc)

Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

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## Section 5

### Building Plan



## Section 6

### External envelope

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

Below is a breakdown of the materials used within the external envelope, it is deemed that the combination and application of these materials present an acceptable level of fire risk.

- 1) The external construction is a post and panel non-traditional type concrete construction to include 110mm mineral wool dual density insulation boards finished with Johnstone's Stormshield 1.5mm silicone enhanced render (fire classification B-s1,d0, this is a classification under the European fire safety standard, EN 13501-1, and signifies a good level of fire performance for combustible materials.) The second-floor external wall is clad in Marley interlocking tiles; this continues onto the pitched roof (Mansard style roof)



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



## Section 7

### Means of Escape from Fire

- 1) Each property is fitted with a minimum of an LD3 detection system within the flat. [See Section 8](#)
- 2) Each property has the protection of a minimum of a uPVC FD30s rated door; self-closers are fitted.



Vale Court 7-12 (O&E)	BL36100VA02	Vale Court 7-12 (O&E); Overend Road; Cradley Heath; West Midlands	we intentionally blank
Vale Court 7-12 (O&E)	BL36100VA02	7 Vale Court; Overend Road; Cradley Heath; West Midlands	Permadoor
Vale Court 7-12 (O&E)	BL36100VA02	8 Vale Court; Overend Road; Cradley Heath; West Midlands	Timber Door FD30s
Vale Court 7-12 (O&E)	BL36100VA02	9 Vale Court; Overend Road; Cradley Heath; West Midlands	Permadoor
Vale Court 7-12 (O&E)	BL36100VA02	10 Vale Court; Overend Road; Cradley Heath; West Midlands	Permadoor
Vale Court 7-12 (O&E)	BL36100VA02	11 Vale Court; Overend Road; Cradley Heath; West Midlands	Permadoor
Vale Court 7-12 (O&E)	BL36100VA02	12 Vale Court; Overend Road; Cradley Heath; West Midlands	Permadoor

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

**a. Flat 7: Door does not self-close, door closer requires adjustment**



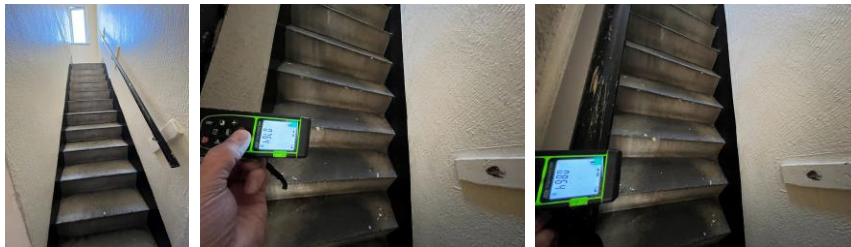
**b. Flat 9: Door does not self-close, due to new carpet being installed**



**c. Flat 12: Door not closing fully, adjust self-closer**



- 4) Within the block each floor is accessed via a single concrete staircase that provides a means of escape and has a width of a minimum of 760mm between the handrails, and 860mm within the staircase.



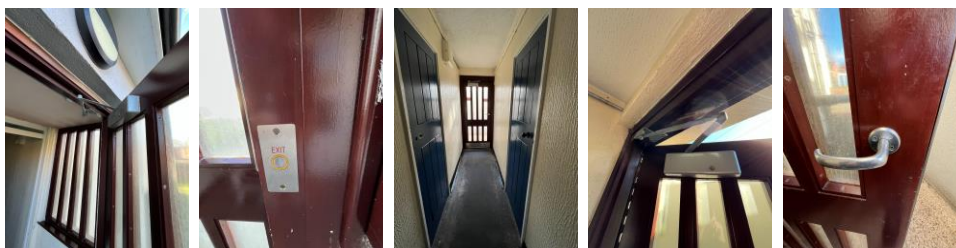
- 5) All corridors are of adequate width and will be maintained clear to that width as a minimum.



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



- 7) The means of escape are protected to prevent the spread of fire and smoke. There are final exit doors at both the front and rear of the block, each fitted with automatic closing devices. At the front of the property, there are two final exit doors: the first is operated by a levered handle, and the second by a push button. The rear final exit door is operated using a levered handle. These are checked on a regular basis by caretaking teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s). These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.

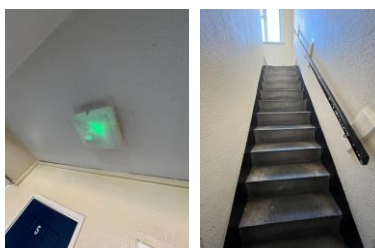


- 8) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be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



- 9) Landing windows and standard lighting units also supply light within the communal areas.

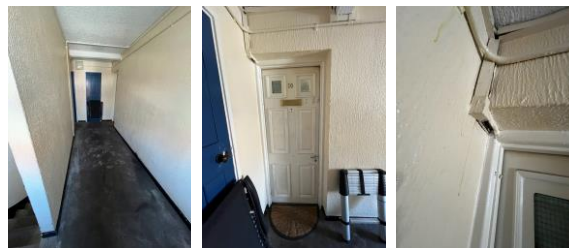
[\(Refer to section 9\)](#)



- 10) Furthest travel distance from flat door to the top of the stairs is approximately 4.5 metres



- 11) Recommend plastic trunking be upgraded to metal trunking in any future renovations, or at least D Clips are added or metal ties to the exterior of the trunking. See observations



#### Definitions Fire Doors.

Notional fire door - A fire door that is thought to have been installed at the time of construction. This door may not meet current building regulation requirements however is still acceptable if performing as originally intended.

Upgraded notional fire door - A notional fire door that has been upgraded. For example, with intumescent strips and cold smoke seals.

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

Certified fire door – A fire door and frame that have been approved and certified by the manufacturer. A competent person must install the door assembly.

## Section

# 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.

Based on the sample of properties accessed during the fire risk assessment the smoke alarms within residents' flats are fitted to a minimum of an LD3 standard.

- Flat 7 inspected at the time of the fire risk assessment LD2 installed.
- Flat 9 inspected at the time of the fire risk assessment LD1 installed.
- Flat 12 inspected at the time of the fire risk assessment LD2 installed.

*For information*

*LD1 all rooms except wet rooms*

*LD2 all-risk rooms e.g. Living Room, Kitchens and Hallway.*

*LD3 Hallway only*

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

## Section 9

### Emergency Lighting

- 1) These premises have been fitted with emergency lighting on corridors
- 2) As well as emergency lighting fitted there is also standard lighting and windows to assist in lighting the communal areas



- 3) Emergency lighting is inspected regularly to ensure it functions correctly. Monthly inspections are carried out by Sandwell, while annual assessments are conducted by Cityfire, a qualified fire safety contractor. These inspections verify that the emergency lighting will operate effectively during a power failure, helping to guide occupants to safety and ensuring compliance with fire safety regulations.



## Section 10

# Compartmentation

*This section should be read in conjunction with Section 4*

- 1) A visual inspection of the accessible areas was undertaken as part of the assessment, but areas with restricted access, i.e., false ceilings and void areas, were only inspected where readily accessible. The inspection did not reveal any breaches in compartmentation.

The survey undertaken as part of this risk assessment should not be construed as a full compartmentation survey of the building.

- 2) The building is designed to provide as a minimum 1-hour vertical and vertical fire resistance.
- 3) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put -Unless policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them or if they are advised to evacuate by the emergency services.
- 4) Majority of the fire-stopping measures are fit for purpose, and a cyclical programme is in place to ensure that the fire-stopping has not been compromised by third parties and to make enhancements where necessary.
- 5) A variety of methods / materials have been used to achieve fire-stopping such as intumescent mastic around penetrations.
- 6) **Service Room: The service room is located on the ground floor near to the front final exit door. There is an FD30 fire door fitted to access the room, the door requires an intumescent strip and smoke seals being installed within its door or frame.**



- a) Door frame to service cupboard situated by the front final exit door requires a hardwood repair to missing door slam section**



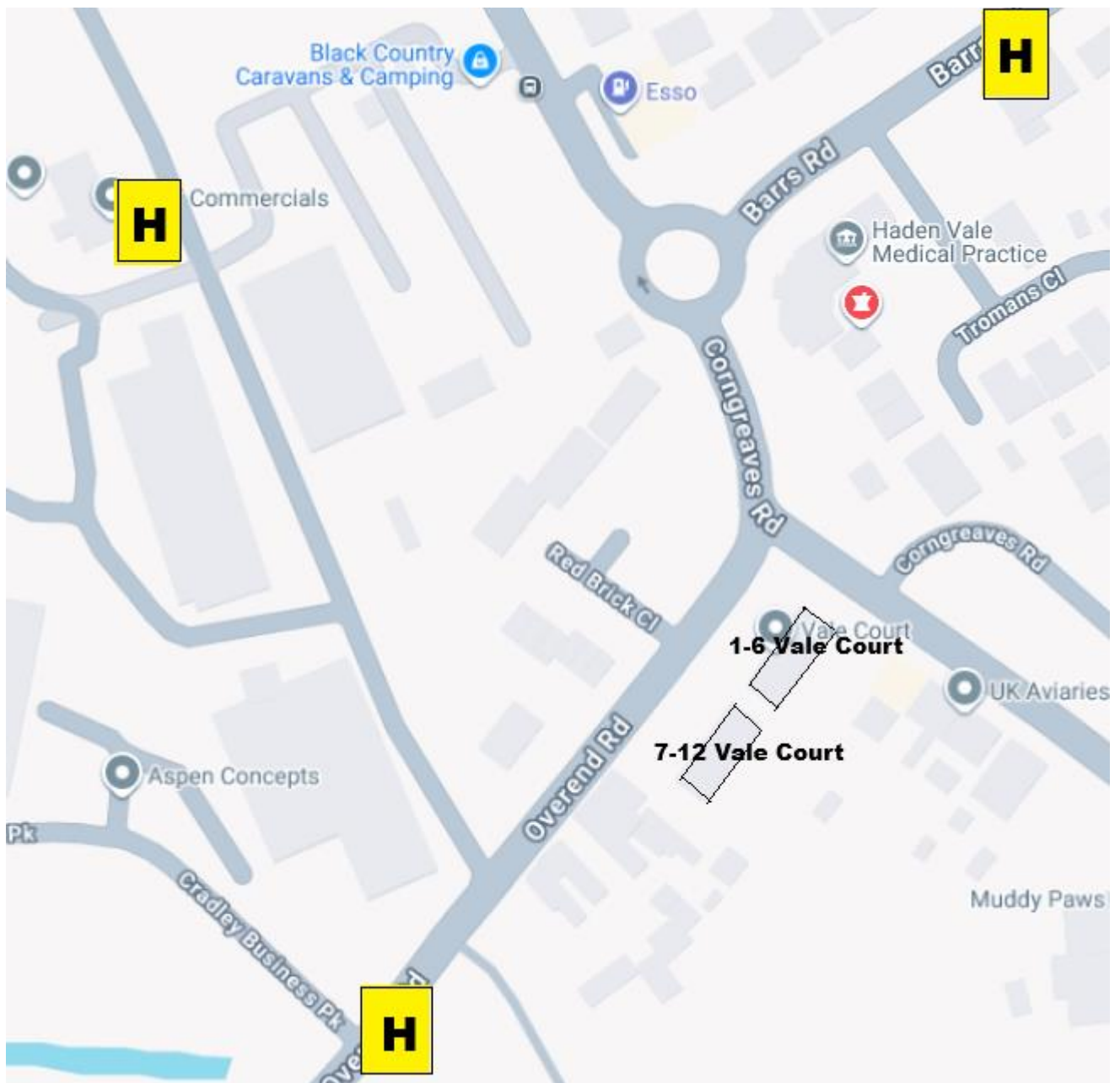
- 7) Flats are fitted with a minimum FD30s doors, see section 7
- 8) On the top floor there is a loft hatch to access the loft space above the communal area. The voids have been covered with fire resistance board and silicone.



## Section 11

### Fire Fighting Equipment

- 1) There is no firefighting equipment on this premises.
- 2) Nearest fire hydrant is indicated within the attached plan



## Section 12

### Fire Signage

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- 1) 'Fire door keep locked' signs are displayed on the service cupboard door.



- 2) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.



- 3) Directional fire signage is not displayed throughout the building.  
The absence of such signage is not necessarily due to the building not having a complex layout.

## **Section 13**

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

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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.
- 4) Fire safety has been provided as part of tenancy pack.
- 5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.

## Section 14

### Sources of Ignition

- 1) Smoking is prohibited on entrance and within any communal parts of the building in line with Smoke Free England legislation.
- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager.
- 4) The fixed electrical installation shall be tested every 5 years. The date of the last EICR was 03/5/2024.

The image shows a screenshot of an Electrical Installation Condition Report (EICR) form. The form is titled 'ELECTRICAL INSTALLATION CONDITION REPORT' and includes a date of '03/05/2024'. It is divided into several sections: PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION; PART 2: PURPOSE OF THE REPORT; PART 3: SUMMARY OF THE CONDITION OF THE INSTALLATION; and PART 4: DECLARATION. The form contains various fields for details such as the contractor's name, client's name, and the location of the installation. It also includes checkboxes for different types of installations and a section for the inspector's declaration.

- 5) Portable heaters are not allowed in any common parts of the premises.
- 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.



- 7) The block has a service cupboard located in the downstairs lobby area and is accessible by a FD30s fire rated door. See section 10/6. Service cupboards should be free from any combustibles.

## Section 15

### Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) The refuse bin is located at the side of the block against the dividing steel fence and used by 1-6 and 7-12 Vale Court.

**Relocate the bins to the rear of the premises, as their current location is only 1.5 metres from the side of 7-12 Vale Court, where windows are also installed. In accordance with CFP-A-E Guideline No. 7:2022 F on Safety Distances Between Waste Containers and Buildings, a metal waste container is required to be positioned at least 4 metres away from the building. Due to limited available locations please relocate the bins to the rear of property as shown in the attached plan as this will place the bin approx. 4.7 metres away from the building complying with the recommended guidance**



- 1) Regular checks are carried out by Caretakers to minimise risk of waste accumulation.



- 2) '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 – in order to monitor, review and share any new information including any new risks.
    - c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.
    - d) Final Contractor review on completion of works undertaken
-

## Section 17

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### 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) Restricted access to the premises by means of a door entry system to the front and the rear.
  - 3) The location of the waste bins are a concern, see section 15/2 for appropriate action
  - 4) There have been no reported fire incidents since the last FRA.
-

## Section 18

### 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) There are storage units within the blocks adjacent to the flat doors, also extra residents’ individual storage cupboards situated externally in a detached brick building, with lockable doors.



- 4) Residents should not store flammable liquids or gas cylinders on site.
  - 5) No Flammable liquids stored on site by Caretakers / Cleaners.
-

## 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:


Vale Court 1-6

Date of Action Plan:

18/12/2025




Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/3a	Flat 7: Adjust self closer: This is not fully closing the door when assessed		P2	Within 1-3 months Fire Rapid Response	



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## Fire Risk Assessment

7/3b	Flat 9: Underlay to carpet requires being removed from the area that the door opens over. This is due to the door not self closing because of new carpet being fitted		P2	Within 1-3 months Housing Manager	
7/3c	Flat 12: Adjust self closer: This is not fully closing the door when assessed		P2	Within 1-3 months Fire Rapid Response	
10/6	Service room: Fit intumescent strip and smoke seal to the door or frame.		P2	Within 1-3 months Fire Rapid Response	

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## Fire Risk Assessment

10/6a	Repair door slam with hardwood to missing section of door slam		P2	Within 1-3 months Fire Rapid Response	
15/2	Waste bins to be repositioned to the rear of property.		P2	Within 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).

Replace plastic trunking with metal in future refurbishment or at least add D clips or metal ties to the exterior of the trunking. Plastic cable management systems cannot be the sole means of support. All cables must have supplementary, heat-resistant (metallic) supports, clips, or ties spaced at intervals specified in the IET On-Site Guide (typically in accordance with Regulation 521.10.202). This is to prevent cables from collapsing prematurely in a fire and obstructing the escape route or hindering firefighting efforts.

## Fire Risk Assessment

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### Signed

	Fire Risk Assessor	Date: 18 December 2025
	Building Safety Manager	Date: 19 December 2025.



## Appendix 1

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


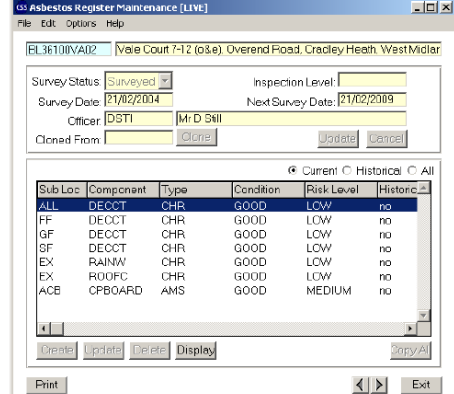

Name of property: Vale Court 7-12

Updated: 22/05/2020

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> ).		

<b>Asbestos Survey</b>		Property Address		7-12 Vale Court, Overend Road, Cradley Heath, B64 7DS				✓ Office use
Surveyed by		JOHN DAVIS		Date		17/03/14		Checked by
								DEREK STILL
Reason for request		HSG 264 - Survey Report Type		Date		22/05/2020		Desktop Check
								✓
Investment Void		Refurbishment Survey		Property Description		THREE STOREY MEDIUM RISE BLOCK		
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 ?		Year Built		1955		
								<p>Notes / including details of similar property surveys completed.</p> <p><b>**LANDING STORE CUPBOARDS ADJACENT TO FLAT FRONT DOORS NOT SURVEYED**</b></p> <p><b>**NO ACCESS TO MAIN ROOF SPACE DURING SURVEY**</b></p>
<p>Building Surveyors 0121 569 5077</p> <p> Sandwell Metropolitan Borough Council</p>								<p><b>Asset Team – Investment Division</b> Operations &amp; Development Centre Roway Lane Oldbury B69 3ES</p>

