

Fire Risk Assessment

2 – 24

(2-12 & 14-24)

Shepherds Fold,

Rowley Regis,

B65 8BG



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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Section

0

Introduction

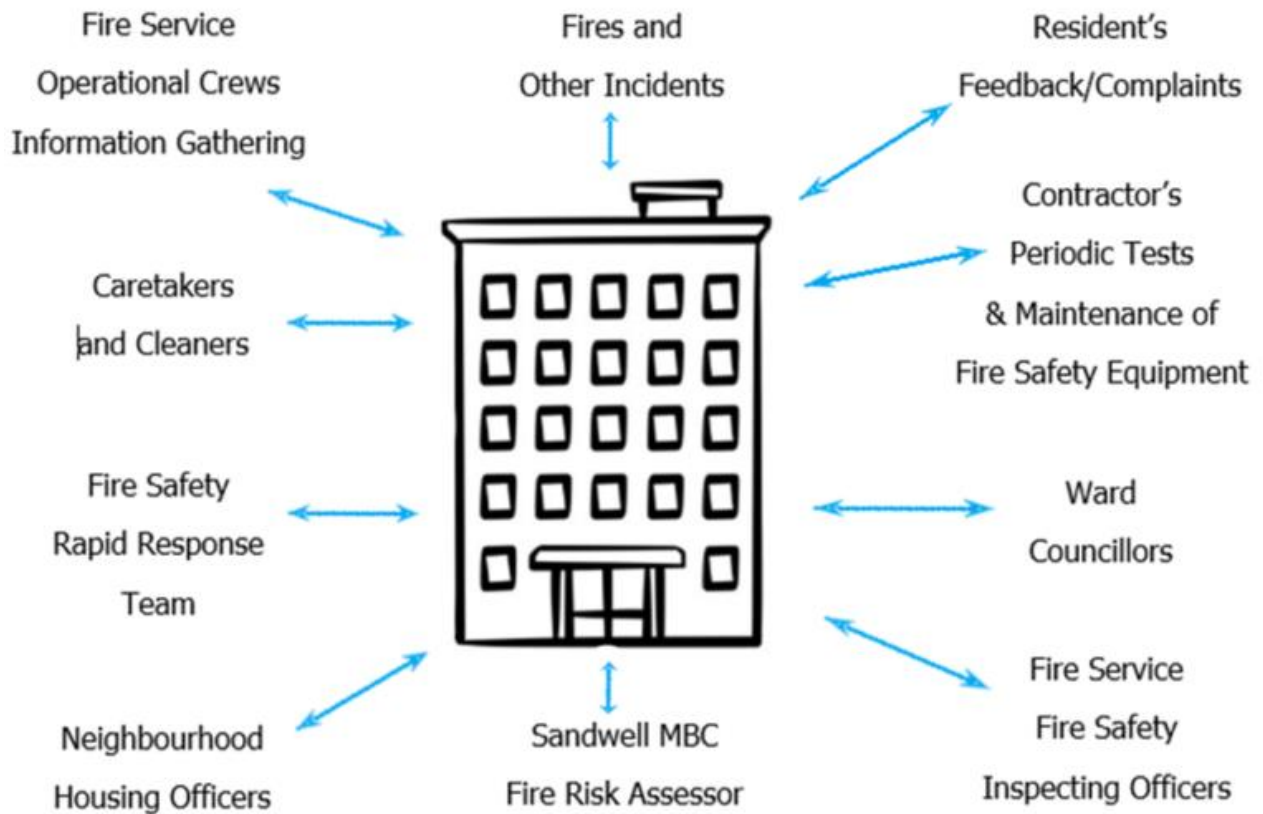
The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA).

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

This type 1 fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>. In the first instance however, we would be grateful if you could contact us directly via https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feedback_and_complaints or by phone on 0121 569 6000.

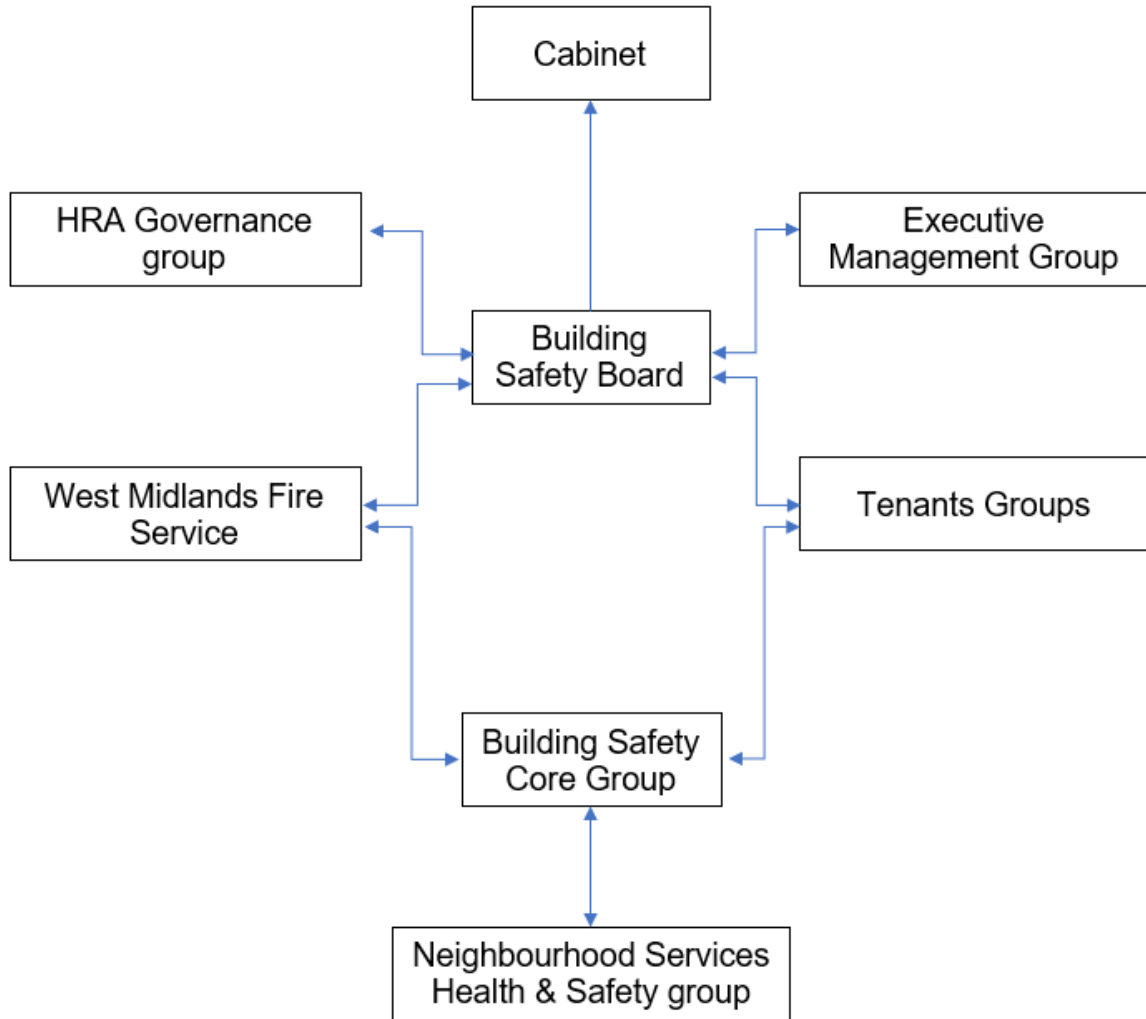
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and become the current fire risk assessment. The previous fire risk assessment will be retained in the building safety case for that building.

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



The above processes and procedures are overseen by the Fire Safety, Facilities and Premises Manager who reports to the Business Manager -Surveying and Fire Safety.

These managers attend the Fire Safety Core Group for scrutiny which is part of the governance structure below.



To summarise the fire risk assessment, in this scenario the RR(FS)O requires the prescribed information to be recorded. The prescribed information is the significant findings of the fire risk assessment and those groups or persons especially at risk from fire. This is recorded here in [section 1](#). Also required to be recorded under article 11, are the fire safety arrangements for the planning, organisation, control, monitoring and review of the preventative and protective measures. The information shown above is part of this requirement.

Section

1

Significant findings

The significant findings (executive summary) of the fire risk assessment include those measures that have been or will be undertaken by the responsible person 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
Section 6	<p>External Envelope</p> <p>The building is predominantly brick cavity construction with uPVC doubled glazed units to the flats. uPVC soffits and fascia boards fitted. Marley concrete interlocking roof tiles are fitted on the roof. On the front of the property concrete balconies with steel balustrade are sited on first and second floors.</p> <p>Front and rear entrance/exit door is timber and glass construction, Bin room is behind a timber door adjacent to the front entrance/exit.</p>	<p>Trivial</p>

<p>Section 7</p>	<p>Means of Escape from Fire</p> <p>There is a single central staircase in each block offering adequate means of escape with front and rear final exits doors.</p> <p>All communal hallway floors and stairways are hard flooring some areas include tiles.</p> <p>Within both blocks on the 1st floor an incinerator is installed. These are to be removed.</p> <p>Some door deficiencies require rectification. See sections 7/2a, 7/3a, 7/3b, 7/3c, 7/3d, 7/3e, 7/3f, 7/3g, 7/3h, 7/3i, 7/3j, 7/3k, 7/5, 7/6, 7/7a, 7/7b, 7/7c, 7/7d</p>	<p>Tolerable</p>
<p>Section 8</p>	<p>Fire Detection and Alarm Systems</p> <p>Each flat is equipped with a fire detection system that meets at least the LD3 standard. All flats are hardwired, except for the leasehold flat, which operates on a battery-powered system. No detection in communal areas.</p>	<p>Trivial</p>
<p>Section 9</p>	<p>Emergency Lighting</p> <p>Emergency lighting is provided within each block. Some lighting can be obtained from the landing windows.</p>	<p>Trivial</p>
<p>Section 10</p>	<p>Compartmentation</p> <p>The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. Flat doors are FD30, including those in 1-hour rated walls. Service cupboards have notional FD30 door fitted. See section 7 for actions.</p> <p>Areas of action required, see sections 10/6a, 10/6b, 10/6c, 10/6d, 10/6e, 10/8a</p>	<p>Tolerable</p>

<p>Section 11</p>	<p>Fire Fighting Equipment</p> <p>The premises have no provision for firefighting equipment.</p>	<p>Trivial</p>
<p>Section 12</p>	<p>Fire Signage</p> <p>There is sufficient Fire door keep shut signs & No Smoking signage in place.</p> <p>Fire Door keep locked signage required for service cupboards within both blocks. <i>Resolved: Caretaker emailed and installed new signage</i></p>	<p>Trivial</p>
<p>Section 13</p>	<p>Employee Training</p> <p>All staff receive basic fire safety awareness training.</p>	<p>Trivial</p>
<p>Section 14</p>	<p>Sources of Ignition</p> <p>The fixed electrical installation should be tested every 5 years. Last EICR was carried out on the 16/05/2025</p> <p>Relocate snow shovel from cupboard in block 12-24</p>	<p>Tolerable</p>
<p>Section 15</p>	<p>Waste Control</p> <p>Caretakers undertake regular checks and bins are stored away from the building.</p> <p>Fit a lock to the bin stores in both blocks</p>	<p>Tolerable</p>
<p>Section 16</p>	<p>Control and Supervision of Contractors and Visitors</p> <p>Contractors are controlled centrally, and hot works permits are required where necessary.</p>	<p>Trivial</p>

<p>Section 17</p>	<p>Arson Prevention</p> <p>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.</p>	<p>Trivial</p>
<p>Section 18</p>	<p>Storage Arrangements</p> <p>Each flat has access to external brick-built storage cupboards detached from the main building. These are locked with resident's keys.</p> <p>Residents should not store fuel or LPG Cylinders in their home or storage facilities.</p>	<p>Trivial</p>

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

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 2-12 and 14-24 Shepherds Fold 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 majority of flats appear to be fitted with FD30 rated composite 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.

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:

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 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.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

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

Section

2

People at Significant Risk of Fire

Persons at significant risk of fire does not just refer to those people with physical, sensory or mental health issues. It also includes those at risk due to the layout or features of the building such as inner rooms or dead-end conditions. Persons may also be at risk due to remote or lone working.

The RR(FS)O requires that these people are identified in any fire risk assessment.

Sandwell Council has a policy and procedure in place for Personal Emergency Evacuation Plans (PEEPs). This is based on tenants identifying themselves as requiring a PEEP.

Residents are responsible for letting us know whether they might need a Personal Emergency Evacuation Plan (PEEP). The Resident Engagement Officers (Fire Safety) will conduct an assessment visit upon request. Any risk-reduction measures that are found where a PEEP is necessary and completed will be documented and taken quickly.

With the consent of the resident, we will make a referral for West Midlands Fire Service to conduct a Safe and Well visit.

When a PEEP is in place, the relevant information will be kept in the secure Premise Information Box (High Rise Buildings only), which is set up to help WMFS in an emergency. The data is classified as level 1, which means it complies with the General Data Protection Regulations.

Section

3

Contact Details

The Chief Executive of Sandwell Metropolitan Borough Council has ultimate responsibility for the site as the responsible person identified by the RR(FS)O 2005.

The Chief Executive has put a structure in place to support the management of the site.

This includes the role of Building Safety Manager who has duties as defined within the Regulatory Reform (Fire Safety) Order 2005.

The contact names to support the management of the site are as follows:

Chief Executive Shokat Lal		
Executive Director Asset Manager & Improvement Alan Lunt		
Assistant Director Asset Manager & Improvement Sarah Agar		
Fire Safety Manager Tony Thompson		
Team Lead Fire Safety Jason Blewitt		
Team Lead Building Safety Anthony Smith		
Housing Office Manager Prabha Patel		
Building Safety Managers Adrian Jones Andrew Froggatt Carl Hill Louis Conway	Fire Risk Assessors Mohammed Zafeer Stuart Henley 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

2-12, 14-24
Shepherds Fold
Rowley Regis
B65 8BG



14-24



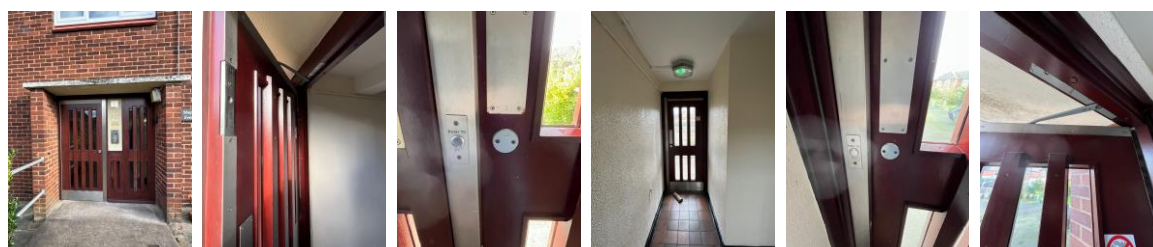
2-12

A Type 1 Fire Risk Assessment of the premises at 2-12 and 14-24 Shepherds Fold 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.

These low-rise, three-storey blocks were constructed in 1966 using traditional brick cavity and concrete construction. The roofs are pitched and finished with Marley concrete interlocking tiles.

The building comprises two semi-detached blocks: Block 2-12 and Block 14-24, each three storeys high. Each block is served by a dedicated central staircase that leads to the timber final exit doors, which are fitted with push to exit buttons to facilitate easy evacuation. This arrangement provides adequate escape routes for occupants.



At the front of the premises, the entrance areas feature an open porch with a flat concrete roof. Within the porch are a safety/security light installed.



Block 2-12



Block 14-24

The main entrance to each block is situated on the front elevation off Shepherds Fold, with a secondary exit located at the rear via side access by Shepherds Fold garages. The front entrances are fitted with an intercom door entry system, residents' fob access, and a firefighter override switch. The rear entrances are accessed via fob access only.



The flats on the first and second floors each have a small, front-facing balcony fitted with ironwork railings. The concrete floor of the balcony has a uPVC fascia fitted with some flats having the underneath covered in a fire board and others in uPVC. Recommend that the uPVC is removed with future refurbishment.



Bin rooms are situated at the rear of the premises within a purpose-built brick building attached to the block. This building houses a large steel waste bin and chute discharge door.



The enforcing authority is West Midlands Fire Service.
The nearest fire station is Haden Cross Fire Station,
located approximately 1.9 mile away.

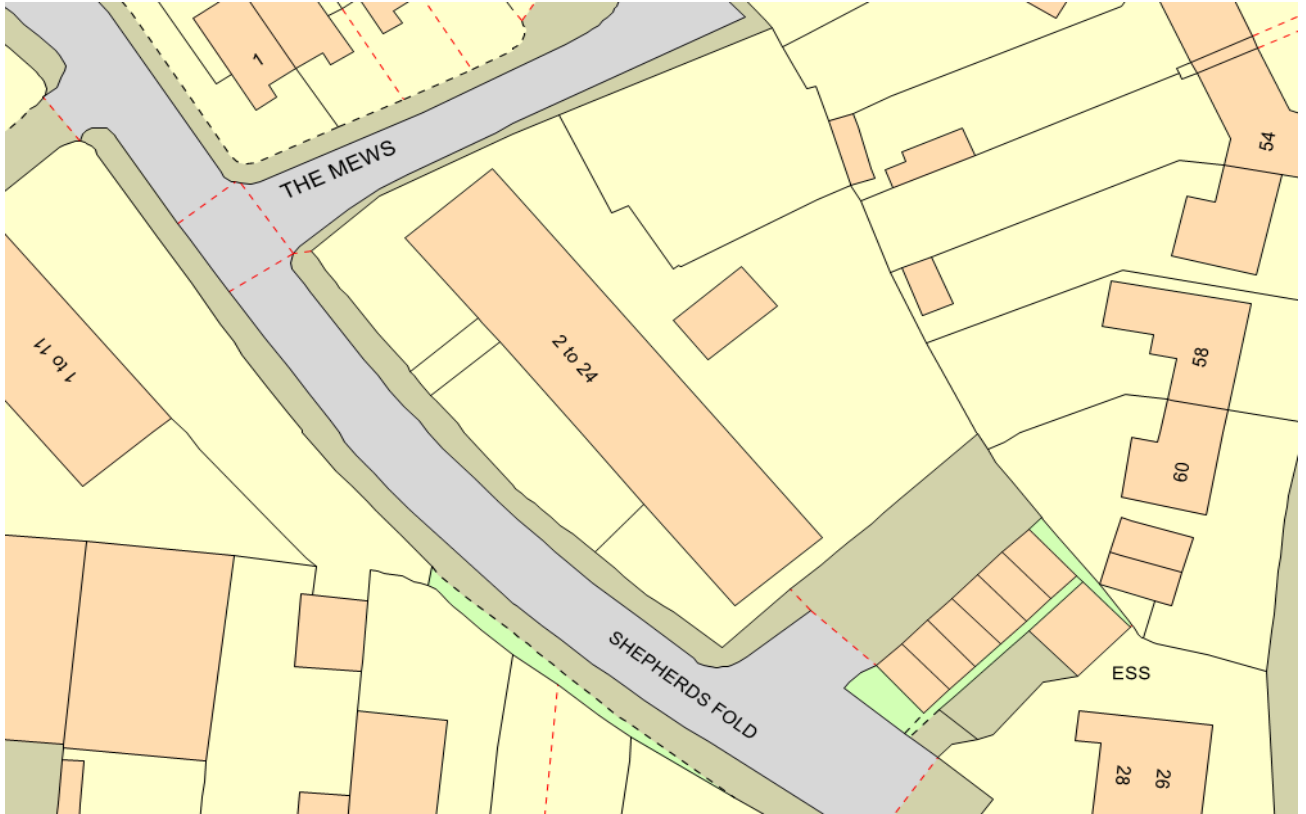
High/Low Rise	Low-Rise
Number of Floors	3
Date of Construction	1966
Construction Type	Traditional brick & concrete
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1 in each block (2-12 + 14-24)
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	Yes
Access to Roof	None
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 12 flats total,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

**Section
5**

Building Plan



Section 6

External envelope

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

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

- 1) The external surface of the building is predominantly brick structure with uPVC soffits and fascia. The roof is pitched and fitted with Marley concrete interlocking roof tiles are fitted on the roof.

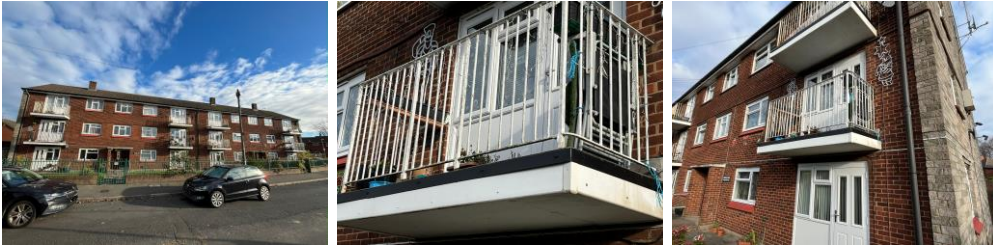


- 2) uPVC double-glazed units have been installed in each flat and on the communal stairway. The building features a canopied entrance, with a flat concrete canopy roof. A security/safety light is fitted within the porch area. The entrance and rear doors are primarily made of timber and glass, with a small section of spandrel panelling. Adjacent to the rear door is a brick-built cupboard housing the bin chute and waste bin; this cupboard is enclosed with a timber door.



- 3) The flats on the first and second floors each have a small, front-facing balcony fitted with ironwork railings. The concrete floor of the balcony has a uPVC fascia fitted with some flats having the underneath covered in a fire board and others in uPVC. Recommend that the uPVC is removed with future refurbishment.

Some of these balconies have various items stored on them. Due to the low risk these will be ok to stay in place.



- 4) Bin rooms are situated at the rear of the premises within a purpose-built brick building attached to the block. This building houses a large steel waste bin and chute discharge door.



**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) Non leasehold flats have had new doors fitted within the last two years. These doors are FD30 composite doors with no glass installed.

Block 2-12



Block 14-24



Shepherds Fold 2-24 (E)	BL43480SH07	2 Shepherds Fold;Rowley Regis;West Midlands;;	composite fire door, Nation	0.00	Not Glazed
Shepherds Fold 2-24 (E)	BL43480SH07	4 Shepherds Fold;Rowley Regis;West Midlands;;	composite fire door, Nation	0.00	Not Glazed
Shepherds Fold 2-24 (E)	BL43480SH07	6 Shepherds Fold;Rowley Regis;West Midlands;;	composite fire door, Nation	0.00	Not Glazed
Shepherds Fold 2-24 (E)	BL43480SH07	8 Shepherds Fold;Rowley Regis;West Midlands;;	composite fire door, Nation	1.00	Not Glazed
Shepherds Fold 2-24 (E)	BL43480SH07	10 Shepherds Fold;Rowley Regis;West Midlands;;	composite fire door, Nation	0.00	Not Glazed
Shepherds Fold 2-24 (E)	BL43480SH07	12 Shepherds Fold;Rowley Regis;West Midlands;;	composite fire door, Nation	0.00	Not Glazed
Shepherds Fold 2-24 (E)	BL43480SH07	14 Shepherds Fold;Rowley Regis;West Midlands;;	composite fire door, Nation	0.00	Not Glazed
Shepherds Fold 2-24 (E)	BL43480SH07	16 Shepherds Fold;Rowley Regis;West Midlands;;	composite fire door, Nation	0.00	Not Glazed
Shepherds Fold 2-24 (E)	BL43480SH07	18 Shepherds Fold;Rowley Regis;West Midlands;;	composite fire door, Nation	0.00	Not Glazed
Shepherds Fold 2-24 (E)	BL43480SH07	20 Shepherds Fold;Rowley Regis;West Midlands;;	composite fire door, Nation	0.00	Not Glazed
Shepherds Fold 2-24 (E)	BL43480SH07	22 Shepherds Fold;Rowley Regis;West Midlands;;	composite fire door, Nation	1.00	Not Glazed
Shepherds Fold 2-24 (E)	BL43480SH07	24 Shepherds Fold;Rowley Regis;West Midlands;;	timber non fire door	2.00	Not Glazed

- a) **Flat 24: Entrance door is a none fire door: Email sent to leasehold manager 20/11/25 who replied to say that the door should have been replaced during the last contract but were let down. Will add this door to the actions of this FRA.**



- 3) Access was attempted to a sample some of the properties as part of the risk assessment. This was to ensure the doors have not been tampered with by residents.

- a) **Flat 2: No self-closer fitted, install new self-closer.**



- b) **Flat 2: Gap's between door and frame. Refit door/frame and close gaps.**

- **Gap measures**
- **Hinge side: 4mm**
- **Top side: 6mm**
- **Bottom: 8mm**
- **Slam side: 7mm**



c) **Flat 4: Gap's between door and frame. Refit door/frame and close gaps.**

- **Gap measures**
- **Hinge side: 5mm**
- **Top side: 6mm**
- **Bottom: 4mm**
- **Slam side: 6mm**



d) **Flat 6: Not fully self-closing, adjust self-closer to make right**



e) **Flat 6: Gap's between door and frame. Refit door/frame and close gaps.**

- **Approx 6mm around door. No access on revisit to get complete measurements**



- f) **Flat 10: Self-closer requires adjusting. Occupier re-installed self-closer at the time of the visit. Door does not close fully without assistance.**



- g) **Flat 10: Gap's between door and frame. Refit door/frame and close gaps.**

Gap measures

- Hinge side: 5mm
- Top side: 5mm
- Bottom: 3mm
- Slam side: 4-5mm

- h) **Flat 12: Adjust self-closer requires adjustment as door does not close fully without assistance.**



- i) **Flat 14: Did not get access to the flat. External section of the frame on the right-hand side halfway down is damaged. May need replacement.**



- j) **Flat 22: Intumescent strip needs refixing to the frame, due to existing adhesive is not holding it. Hinged side of the door**

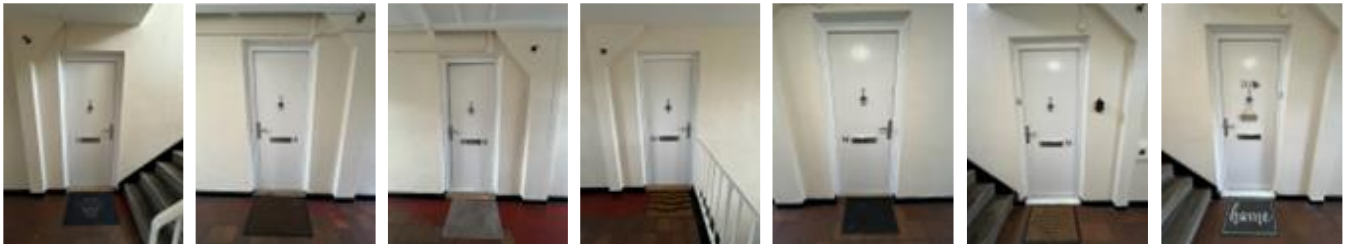


- k) **Flat 22: Gap's between door and frame. Refit door/frame and close gaps.**

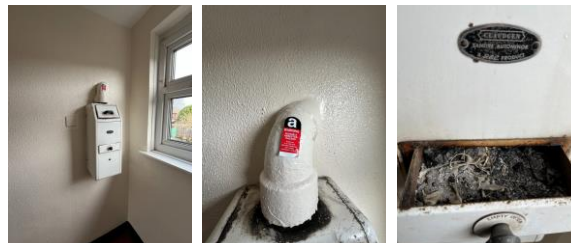
Gap measures

- Hinge side: 4mm
- Top side: 4.2mm
- Bottom: 6mm
- Slam side: 6mm

- 4) At a number of flat entrances door mats are present; the fire rating is not known on these door mats and are deemed to be low risk.



- 5) Upon the 1st floor landings there is small incinerator unit. In block 1-12 there is evidence that this unit is being used to burn items. The units within blocks 2-12 & 14-24 need to be removed or sealed up. *Email sent to Building and Fire Safety Team Manager and Assistant Building Surveyor 20/11/2025 who are looking to get the incinerators removed.*



- 6) There are bin chutes situated on the 1st and 2nd floor of each block. These require upgrading due to not having suitable fire safety seals installed within them.



- 7) Cable trunking within block 1-6 Shepherds

- a) Ground Floor: Fire stopping required at entrance by emergency light



- b) Ground Floor: Fire stopping required at entrance right hand side by service cupboard



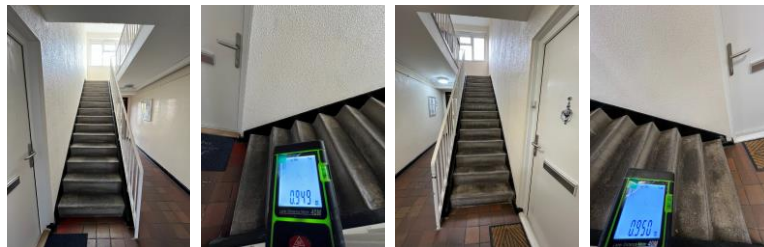
- c) Each floor has water shut-off taps protruding through the boxwork. The area where the pipework passes through to the flat requires investigation to confirm that suitable fire-stopping is in place. I was unable to inspect the area behind the boxwork where the pipework comes through the wall from the flat.



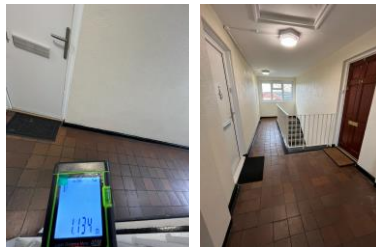
d) 1st Floor: Fire stopping required in 3 places to metal trunking above flat 8 – see pictures below for locations



8) Within both blocks each floor is accessed via a single staircase that provides a means of escape and has a width of a minimum of 950mm between the handrails.



9) All corridors are of adequate width (at least 1100mm) and will be maintained clear to that width as a minimum.



10) All communal floors are hard floors and fitted with tiles



11) Windows within the communal are fitted with openers; these assist in additional and any ventilation if required.



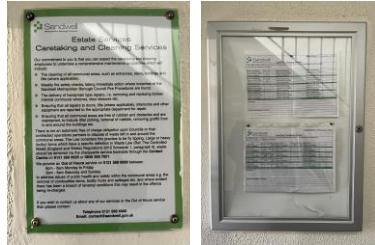
12) The means of escape are protected to prevent the spread of fire and smoke. All service cupboards to communal landings are upgraded timber notional doors with an added intumescent strip (this has been painted over and requires replacement – see section 10/6), they are lockable with 138 lock and include a fire door Keep locked signage.



13) The final exit doors are fitted with automatic closing devices. To exit the doors, you do so by using a push button. 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.



14) 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.



15) Emergency lighting is provided to communal landings and stairs.
[\(Refer to section 9\)](#)



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

- 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 2 inspected at the time of the fire risk assessment LD2 installed.
- Flat 4 inspected at the time of the fire risk assessment LD1 installed.
- Flat 6 inspected at the time of the fire risk assessment LD3 installed.
- Flat 10 inspected at the time of the fire risk assessment LD3 installed.
- Flat 12 inspected at the time of the fire risk assessment LD3 installed.
- Flat 22 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 are fitted with emergency lighting in the communal areas i.e. Hallways and at the top of stairways



- 2) There is also standard lighting within the hallway also landing windows to assist in lighting the communal areas from outside



- 3) All installed equipment is checked and tested on a monthly basis by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards.



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) The existing 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) All service cupboards to communal landings are FD30 rated with intumescent strips fitted and lockable with 138 lock, the door also includes "Fire door Keep locked" signage.



- a) Within block 2-12 the service cupboard located by the front door requires fire stopping. Location: Right hand side wall at the rear, where the plastic trunking is located.



- b) Within block 2-12 the service cupboard requires fire stopping where the cables run through the wall. Location: Inside cupboard right hand side front wall at the top. Has had some fire stopping added but still gaps visible.



- c) Within block 2-12 the service cupboard requires fire stopping where the cables run through the wall. Location: Inside cupboard right hand side front wall above timer clock.



- d) Replace service cupboard intumescent strip within block 2-12: This is due to the existing one has been painted over



e) Replace service cupboard intumescent strip within block 14-24: This is due to the existing one has been painted over



7) Majority of flat doors are composite FD30 with one being a timber non fire rated door. See section 7/2

8) On the top floor there is a timber loft hatch access door. This access door is not fire rated and would recommend being upgraded to a fire rated loft access door within future refurbishment, due to the communal area being sterile it is low risk. The hatch door is to be kept padlocked at all times.



a) Within the roof void of block 2-12 there is no compartment walls installed to separate the flats and communal areas. It is recommended that separation is installed within these areas.
<https://www.gov.uk/government/publications/making-your-small-block-of-flats-safe-from-fire/a-guide-to-making-your-small-block-of-flats-safe-from-fire-accessible>

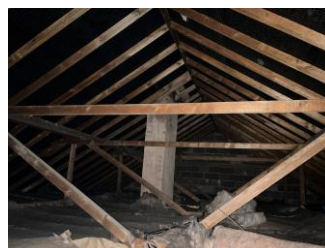
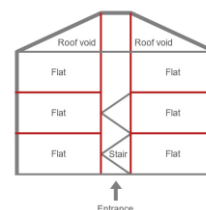


Diagram from above link



- b) Within the roof void of block 14-24 there is no compartment walls installed to separate the flats and communal areas. It is recommended that separation is installed within these areas.

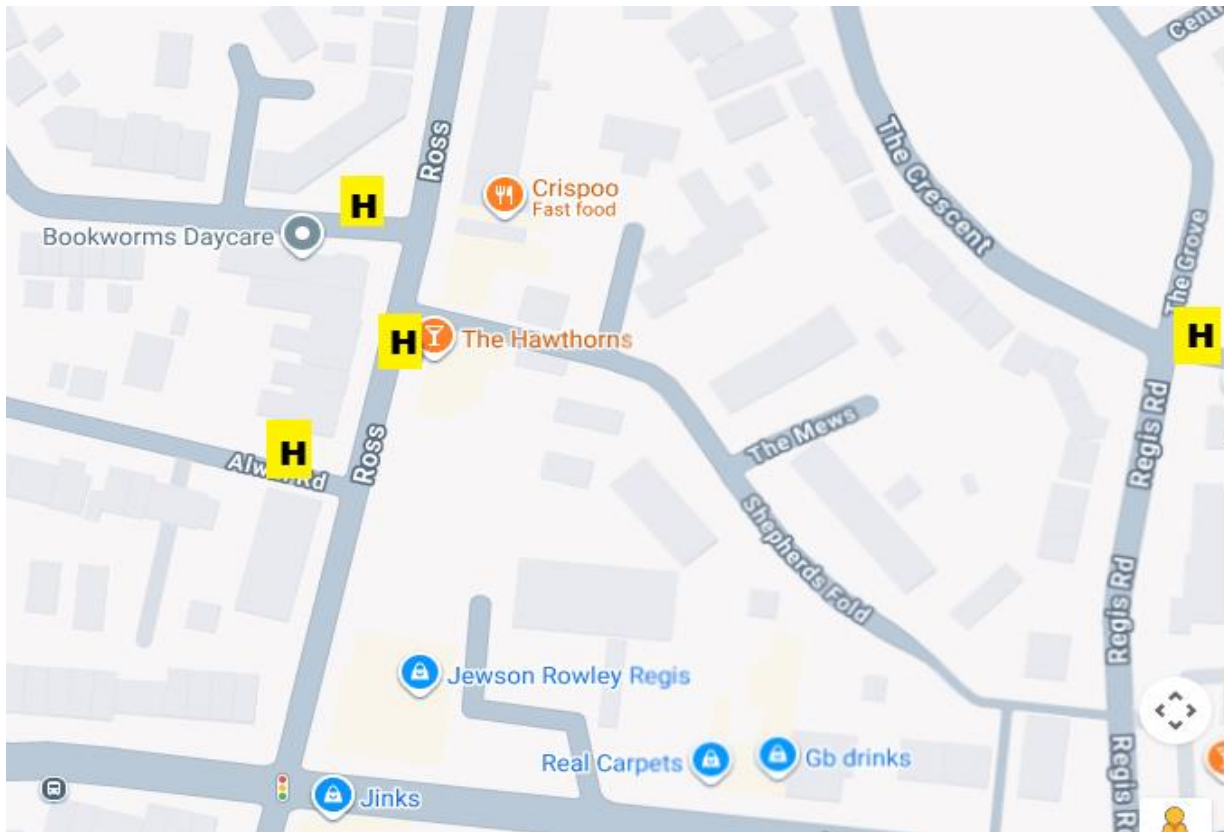
<https://www.gov.uk/government/publications/making-your-small-block-of-flats-safe-from-fire/a-guide-to-making-your-small-block-of-flats-safe-from-fire-accessible>



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

- 1) The service cupboards should display “Fire Door Keep locked” *Email sent to the caretaker to replace current signage 20/11/2025*



- a) 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**

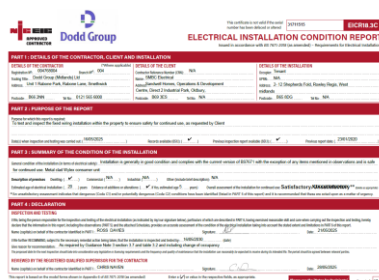
**Employee & Resident
Training/Provision of Information**

- 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.
-

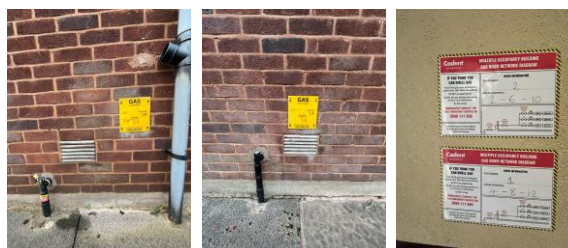
**Section
14**

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 16/05/2025.



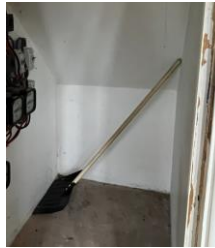
- 5) Portable heaters are not allowed in any common parts of the premises.
- 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. There are external gas risers on the property.



- 7) The blocks service cupboards are located on the ground floor and consist of notional FD30 fire rated door. All cupboards should be free from any combustibles and always kept locked. Signage to be displayed on these doors 'Fire Door Keep Locked'



- a) Relocate snow shovel from service cupboard in block 12-24.**



**Section
15**

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) The refuse bin for each block is located at the rear of the block, within a purpose-built brick structure. Rubbish is disposed of via a bin chute, as the bin is kept behind a closed door.
 - a) **Fit a lock to the bin room door on block 2-12: also issue tenants, bin crews & staff who require access with a key**



- b) **Fit a lock to the bin room door on block 14-24: also issue tenants, bin crews & staff who require access with a key**



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



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

**Section
16**

Control and Supervision of Contractors and Visitors

- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
 - 2) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
 - 3) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the 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

Arson Prevention

- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
 - 2) Restricted access to the premises by means of a key and door entry system to the front and the rear.
 - 3) The bin cupboards are not locked, and an action has been put in for locks to be fitted. See section 15/2a and 15/2b
 - 4) There is no current evidence of arson.
 - 5) There have been no reported fire incidents since the last FRA.
-

Section 18

Storage Arrangements

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



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:

Shepherds Fold 2-12, 14-24

Date of Action Plan:




19/12/2025

Review Date:




<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/2a	New door required on Flat 24. Non fire door, leasehold property.		P4	6 Months Leasehold Management	




Fire Risk Assessment

7/3a	Flat 2: Install self closer as existing one has been removed.		P2	Within 1-3 months Fire Rapid Response JM18523667	15/01/2026
7/3b	Flat 2: Close gap between the door as frame. See section 7/3b for more details		P3	Within 3-6 months Fire Rapid Response jm18523940	Unable to close gaps
7/3c	Flat 4: Close gap between the door as frame. See section 7/3c for more details		P3	Within 3-6 months Fire Rapid Response 18524012	15/01/2026




Fire Risk Assessment

7/3d	Flat 6: Adjust self closer due to not self closing		P2	Within 1-3 months Fire Rapid Response	20/01/2026
7/3e	Flat 6: Close gap between the door as frame. See section 7/3e for more details		P3	Within 3-6 months Fire Rapid Response	20/01/2026
7/3f	Flat 10: adjust self closer due to door not self closing. Occupier re-installed self closer whilst on-site.		P2	Within 1-3 months Fire Rapid Response JM18593302	04/02/2026




Fire Risk Assessment

7/3g	Flat 10: Close gap between the door as frame. See section 7/3g for more details		P3	Within 3-6 months Fire Rapid Response JM18726033	04/02/2026
7/3h	Flat 12: adjust self closer due to door not self closing.		P2	Within 1-3 months Fire Rapid Response JM 18542841	15/01/2026
7/3i	Flat 14: Entrance door frame damaged. Also, signs of surface damage to the door. Assess and make fire safe. New door set required / ordered		P2	Within 1-3 months Fire Door Contract	




Fire Risk Assessment

7/3j	Flat 22: Fix intumescent strip back to the frame, due to original adhesive not working.		P2	Within 1-3 months Fire Rapid Response JM:18724327	04/02/2026
7/5	Block 2-12 and 12-24: Incinerators situated on the 1 st floor of each block are to be removed. Email sent to Building and Fire Safety Team Manager and Assistant Building Surveyor 20/11/2025. Contract given to Bradleys		P3	Within 3-6 Bradleys	<i>Resolved</i>
7/6	Block 2-12 and 14-24: Upgrade bin chutes due to not being fitted with suitable fire seals.		P3	Within 3-6 months Repairs	




Fire Risk Assessment

7/7a	Block 2-12: Ground floor, fire stopping required on end of trunking, by the entrance door		P2	Within 1-3 months Fire Rapid Response jm18492120	08/01/2026
7/7b	Block 2-12: Ground floor, fire stopping required on end of trunking, by the service cupboard		P2	Within 1-3 months Fire Rapid Response JM18760726	10/02/2026
7/7c	Block 2-12 & 14-24: Inspect areas around shut off taps to make sure fire stopping is in place. Forward photos so they can be added to FRA		P2	Within 1-3 months Fire Rapid Response	10/02/2026

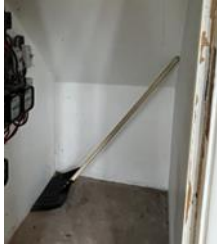


Fire Risk Assessment

7/7d	Block 2-12: Fire stopping to trunking required by flat 8. See photos for locations		P2	Within 1-3 months Fire Rapid Response JM 18492377	15/01/2026
10/6a	Block 2-12: Fire stop required, right hand side wall at the rear, by trunking.		P2	Within 1-3 months Fire Rapid Response JM 18492428	15/01/2026
10/6b	Block 2-12: Fire stopping require where the cables run through the wall. Inside cupboard, right hand side, front wall at the top.		P2	Within 1-3 months Fire Rapid Response JM 18492509	15/01/2025

Fire Risk Assessment

10/6c	Block 2-12: Fire stopping required where the cables run through the wall. Inside the cupboard, right hand side, front wall above the clock		P2	Within 1-3 months Fire Rapid Response jm 18492550	15/01/2026
10/6d	Block 2-12: Service cupboard on the ground floor, replace intumescent strip due to being painted over.		P2	Within 1-3 months Fire Rapid Response	15/01/2026
10/6e	Block 14-24: Service cupboard on the ground floor, replace intumescent strip due to being painted over.		P2	Within 1-3 months Fire Rapid Response JM 18493021	15/01/2026

Fire Risk Assessment



14/7a	Block 12-24: Relocate snow shovel from service cupboard		P2	Within 1-3 months Caretaker	19/12/2025
15/2a	Block 2-12: Fit a lock to the bin room, issue tenants, bin crews and staff who require a key		P2	Within 1-3 months Fire Rapid Response jm18513276	
15/2b	Block 14-24: Fit a lock to the bin room, issue tenants, bin crews and staff who require a key		P2	Within 1-3 months Fire Rapid Response Jm1851331	

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).

- Recommend upgrade of loft hatch doors to fire rated doors within future programs.
- Within the roof void of block 2-12 & 14-24 there is no compartment walls installed to separate the flats and communal areas. It is recommended that separation is installed within these areas. <https://www.gov.uk/government/publications/making-your-small-block-of-flats-safe-from-fire/a-guide-to-making-your-small-block-of-flats-safe-from-fire-accessible>

Signed

	Fire Risk Assessor	Date: 18/12/2025
	Building Safety Manager	Date: 18/12/2025


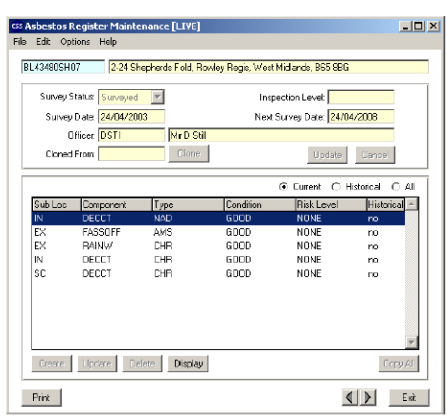

Significant Hazards on Site and Information to be Provided for the Fire Service

Name of property: 2-24 Shepherds Fold

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).		

Asbestos Survey		Property Address 2-24 Shepherds Fold, Rowley Regis, B65 8BG		Office use <input checked="" type="checkbox"/>					
Surveyed by	JOHN DAVIS	Date	17/03/14	Checked by	DEREK STILL	Desktop Check	<input checked="" type="checkbox"/>	Site Check	<input type="checkbox"/>
Reason for request		HSG 264 - Survey Report Type		Date					
Investment Void		Refurbishment Survey		21/05/2020					
Investment Tenanted		Management Survey	<input checked="" type="checkbox"/>	Property Description					
R & M Void		SHAPE Interrogated.	<input checked="" type="checkbox"/>	THREE STOREY MEDIUM RISE BLOCK					
R & M Tenanted		No Existing SHAPE Data.		Year Built					
Medical / Emergency - Heating Works		Existing SHAPE Data.	<input checked="" type="checkbox"/>	1966					
Communal Areas	<input checked="" type="checkbox"/>	Refurb Surveys Interrogated ?							
					Notes / including details of similar property surveys completed. *NO ACCESS TO MAIN ROOF SPACE DURING SURVEY* **Survey revised 22/05/23 by John Davis for front door frame sealants**				
Building Surveyors 0121 569 5077					Asset Team – Investment Division Operations & Development Centre Rowley Lane Oldbury B69 3ES				
									

Fire Risk Assessment

Sample Locations		Property Address 2-24 Shepherds Fold, Rowley Regis, B65 8BG						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled?	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
MAIN ROOF VERGE CLOAKING	CEMENT	-	UNSEALED	PRESUMED	CHRYSOTILE	NO	NO	
MAIN ROOF SARKING FELT	BITUMEN	-	SEALED	-	NOT SAMPLED	-	-	PLEASE REQUEST SAMPLE IF TO BE DISTURBED
STAIRS / LANDING WALLS	TEXTURED COATING	-	PAINT SEALED	WC 134 / 001	NONE DETECTED	NO	NO	
1 ST FLOOR INCINERATOR LINING	CEMENT	-	UNSEALED	PRESUMED	CHRYSOTILE	NO	NO	
1 ST FLOOR INCINERATOR FLUE PIPE	CEMENT	-	PAINT SEALED	PRESUMED	CHRYSOTILE	NO	NO	
FLAT 18 - FRONT DOOR FRAME SEALANT	MASTIC	-	SEALED	JD 1705 / 001	NONE DETECTED	NO	NO	
ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM'S.								
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL			
MAIN ROOF SOFFIT	PLASTIC	BINSTORE CEILING	CONCRETE	FRONT DOOR FRME SEALANTS TO FLATS 2,4,6,8,10,12,14,16,20,22 & 24	NO SEALANT			
RAINWATER GOODS	PLASTIC	ROOF TO REAR STORE SHEDS	MINERAL FELT					
REAR ENTRANCE CANOPY	CONCRETE	RISER BOXING TO LANDING WALLS BY FLAT FRONT DOORS	PLYWOOD					
FRONT ENTRANCE CANOPY	CONCRETE	TRUNKING TO LANDING WALLS AND CEILINGS	METAL					
BINSTORE WALLS	BRICK							