

# Fire Risk Assessment

18-20  
Springfield Lane,  
Rowley Regis,  
B65 8PS



**Date Completed:** 06/01/2026

**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

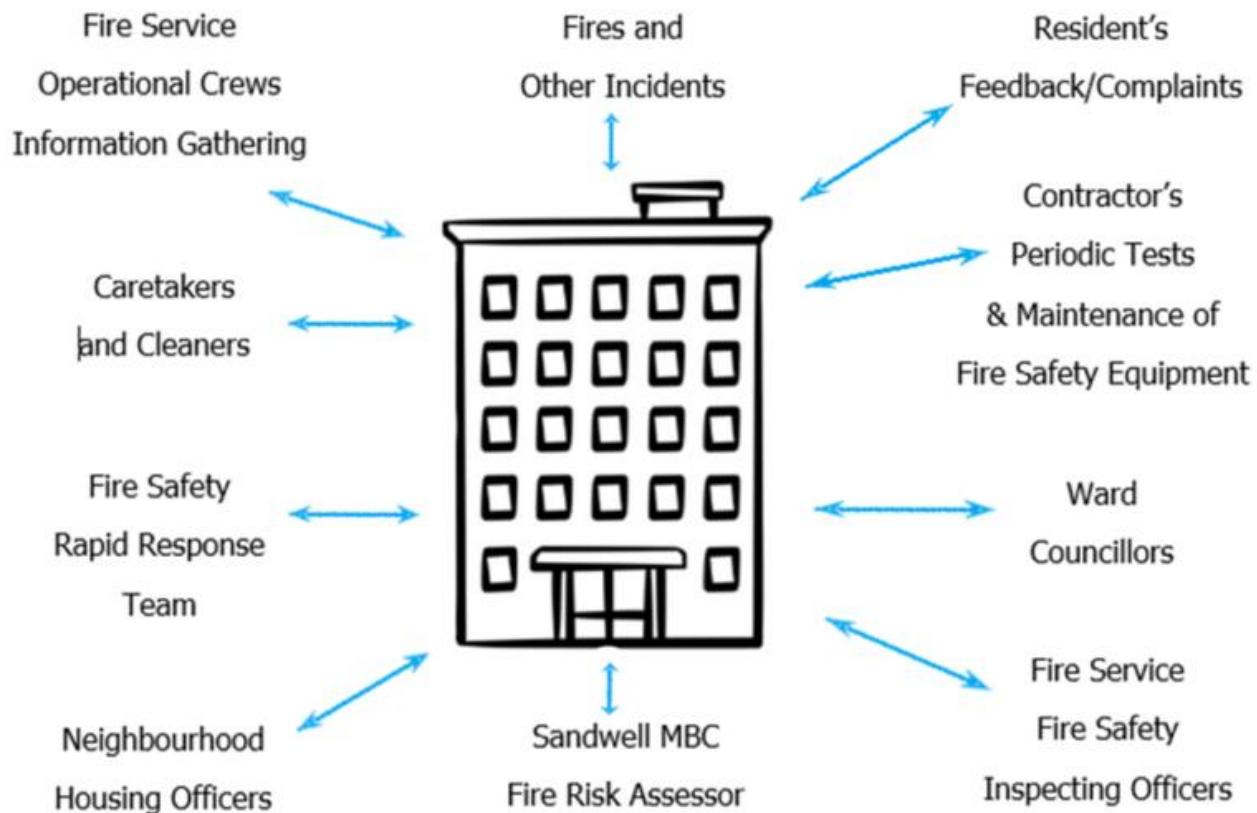
The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA).

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](https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feedback_and_complaints) or by phone on 0121 569 6000.

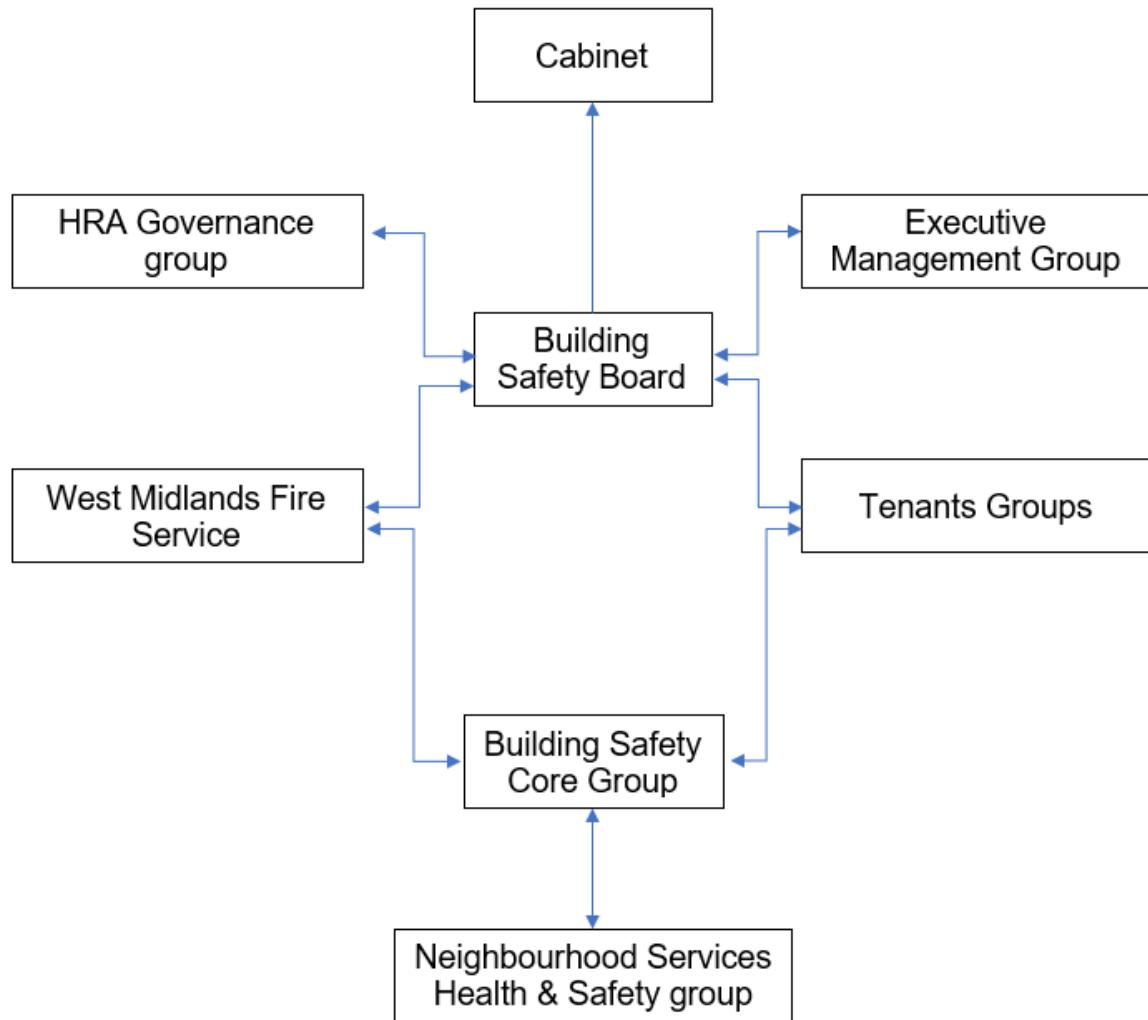
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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
<a href="#"><u>Section 6</u></a>	<p><b>External Envelope</b></p> <p>The building is predominantly brick cavity construction with uPVC doubled glazed units to the flats. Around the roof line uPVC fascia boards are fitted with cement fibre soffit boards. Concrete interlocking roof tiles are fitted on the roof. The front entrance is uPVC unit, comprising of a door and side panel, both with glazing</p>	Trivial

<u>Section 7</u>	<b>Means of Escape from Fire</b>  There is a single staircase in the block offering adequate means of escape for flat 20.  Communal hallway floors and stairway is hard flooring.  Some door deficiencies require rectification. See sections 7/6b, 7/6c	Tolerable
<u>Section 8</u>	<b>Fire Detection and Alarm Systems</b>  Each flat is equipped with a fire detection system that meets at least the LD3 standard.  No detection in communal areas.	Trivial
<u>Section 9</u>	<b>Emergency Lighting</b>  No emergency lighting is provided within the block. Lighting can be obtained from standard lights, the landing window also the entrance door.	Trivial
<u>Section 10</u>	<b>Compartmentation</b>  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 composite FD30, including those in 1-hour rated walls. Service cupboard is a 36 mm solid timber door fitted with Supalux board giving some fire protection, recommend upgrading this in future refurbishments. See section 10/6	Trivial
<u>Section 11</u>	<b>Fire Fighting Equipment</b>  The premises have no provision for firefighting equipment.	Trivial

<u>Section 12</u>	<b>Fire Signage</b>  There is sufficient Fire door keep shut signs & No Smoking signage in place.  'Fire Door keep shut' signage required for service cupboard.	Tolerable
<u>Section 13</u>	<b>Employee Training</b>  All staff receive basic fire safety awareness training.	Trivial
<u>Section 14</u>	<b>Sources of Ignition</b>  The fixed electrical installation should be tested every 5 years. Last EICR was carried out on the 24/02/2025	Trivial
<u>Section 15</u>	<b>Waste Control</b>  Bins are to be relocated away from the building. See section 15/2	Tolerable
<u>Section 16</u>	<b>Control and Supervision of Contractors and Visitors</b>  Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
<u>Section 17</u>	<b>Arson Prevention</b>  The entrance/exit door is accessible by a resident only key. There are security/safety lights fitted to externally around the building.	Trivial

<u>Section 18</u>	<b>Storage Arrangements</b>  There is a storage cupboard externally accessible with the use of a resident key.  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:

<b>Low</b>	Unusually low likelihood of fire because of negligible potential sources of ignition.
<b>Medium</b>	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).
<b>High</b>	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

## 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 18-20 Springfield Lane 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 the flats are fitted with FD30 rated composite doors, smoke/heat detection systems installed to a minimum of LD3 in all flats, one final exit door, 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

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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.

## 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:

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

*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

18-20  
Springfield Lane  
Rowley Regis  
B65 8PS



A Type 1 Fire Risk Assessment of the premises at 18-20 Springfield Lane 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.

The low-rise, two-storey block (inclusive of the ground floor) was constructed in 1968 using traditional brick cavity and concrete construction. The roofs are pitched and finished with concrete interlocking tiles. Around the roof line uPVC fascia boards are fitted with cement fibre soffit boards.



The building is a semi-detached block adjoining 2–4 Royal Oak Road. Access is gained via a side entrance secured with a residential key. The entrance/exit is a uPVC door set within a uPVC frame and side panel, incorporating glazed sections. Beyond the entrance, there is a ground-floor flat (No. 18) and a concrete staircase providing access to Flat 20.



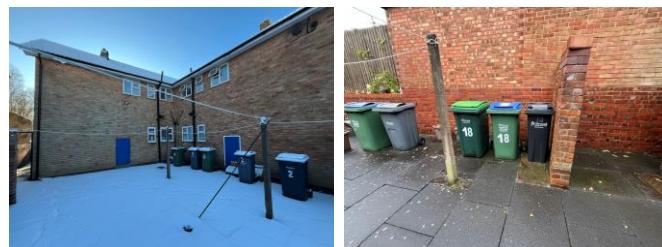
Above the front entrance door is a safety/security light installed.



At the rear of the premises the courtyard is shared with 2-4 Royal Oak Road. Within the building at the rear of 18-20 Springfield is a small storage cupboard which is kept locked with a residential key.



Bins are situated at the rear of the premises within the courtyard. A number of these bins are kept close to the premises and will recommend they are relocated away from the building, and a purpose-built bin area is installed with future refurbishments.



There is no access to the loft space from the communal area, so cannot comment on storage or compartmentation within this space.

The enforcing authority is West Midlands Fire Service.  
The nearest fire station is Haden Cross Fire Station,  
located approximately 2.1 mile away.

Types of fire risk assessments (FRAs) for multi-occupied buildings,

- Type 1 is a basic, non-destructive check of common areas;
- Type 2 involves destructive sampling of common areas for serious flaws;
- Type 3 extends Type 1 to include individual flats non-destructively; and
- Type 4 is the most comprehensive, combining Type 3 with destructive inspection of common areas and flats for deep structural assessment.

High/Low Rise	Low-Rise
Number of Floors	2
Date of Construction	1968
Construction Type	Traditional brick & concrete
Last Refurbished	Unknown
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 Roof void	None from communal area
Equipment on roof (e.g. mobile phone station etc)	None

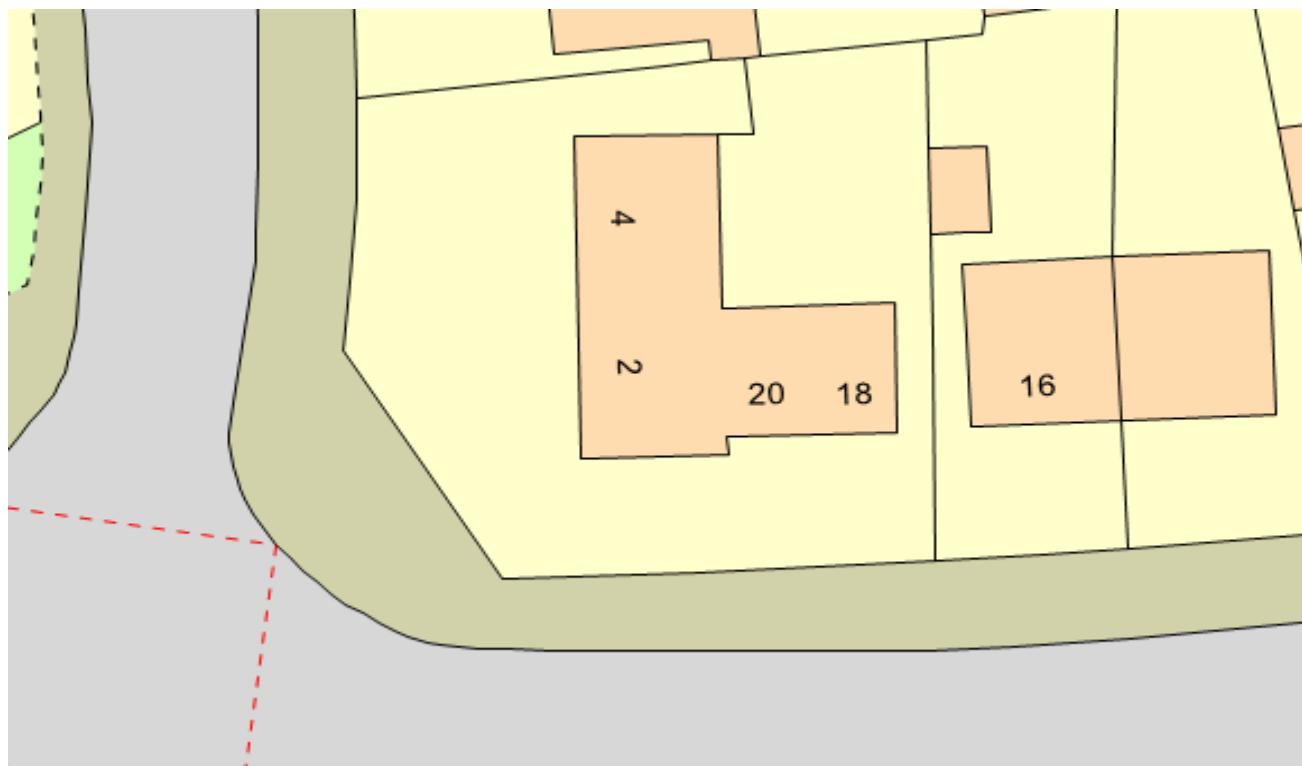
## Persons at Risk

Residents / Occupants of 2 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)

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## Section 5

### Building Plan



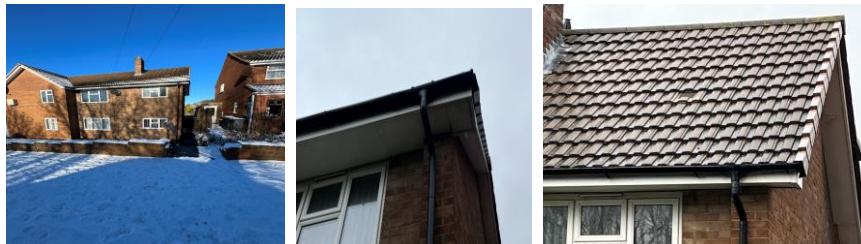
## Section 6

### 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 surface of the building is predominantly brick structure with uPVC fascia and cement fibre soffits. The roof is pitched and fitted with concrete interlocking roof tiles on the roof.



- 2) uPVC double-glazed units have been installed in each flat and on the communal stairway. A security/safety light is fitted above the access door and at the rear of the property. The entrance door is uPVC with glazed panels.



3) Gas meters are located externally and within a lockable cupboard



## 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) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
- 3) Furthest distance to travel is from flat 20 to the final exit, this distance is approx. 14ft (4267mm)
- 4) None of the corridors that form part of the means of escape are dead ends.
- 5) Two flats within the block, both doors are FD30 composite doors



Springfield Lane 18-20 (E) BL44860SP06	18 Springfield Lane;Rowley Regis;West Midlands;;	Composite	0.00	Glazed
Springfield Lane 18-20 (E) BL44860SP06	20 Springfield Lane;Rowley Regis;West Midlands;;	Composite	0.00	Glazed

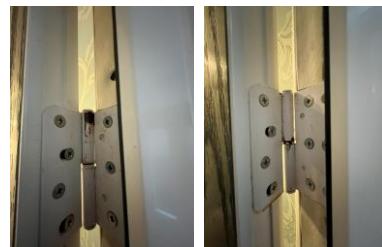
- 6) Access was attempted to a sample some of the properties as part of the risk assessment. This was to ensure the doors have not been tampered with by residents. No answer at flat 20 was made at the time of the Fire Risk Assessment.
  - a) Flat 18: No self-closer fitted at the time of Fire risk assessment, install new self-closer. Rapids resolved issue on the 23/12/2025



**b) Flat 18: Gap between the closed door and frame is approx. 6mm. Inspect and reduce the gap where possible.**



**c) Flat 18: Door hinges showing signs of damage. Oil leaking, replace hinges.**



**d) Flat 18: Intumescent strip is raised in areas where screws have been fitted through the strip. This should not compromise the strip from working**



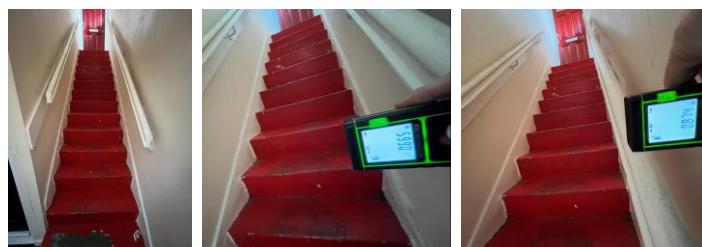
**7) At the flat entrances door mats are present; the fire rating is not known on these door mats and are deemed to be low risk.**



8) Flat 20 has a window shared with the communal area. This is Georgian wired glazed to protect the escape route in times of fire.



9) Within this block the first floor is accessed via a single staircase that provides a means of escape for flat 20 and has a width of a minimum of 665mm between the handrails, and 874mm wall to wall.



10) The flooring and stairway within this property are concrete construction.



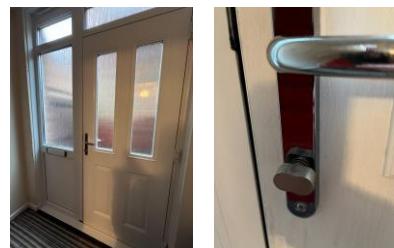
11) Automatic smoke ventilation is not employed. Window at the top of the stairway is fitted with a manual opener; the window will assist in additional lighting and any ventilation required.



12) The service cupboard which is accessed with a thumb catch and is not lockable is located outside Flat 18, within the communal area, is recommended for upgrade during future refurbishment works. See Section 10. "Fire Door – Keep Shut" signage should be affixed to the current door. Refer to Section 12 for the associated action.



13) The final exit door is fitted with a thumb turn lock for ease of egress from within the property.



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) No emergency lighting is provided to communal landings and stairs. Adequate lighting comes from standard lighting also from the door and window areas.



16). The building has sufficient passive controls that provide effective compartmentation to support a Stay Safe Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them

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### *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 resident's flats with this being a hard wire or battery smoke alarm. The equipment is subjected to a cyclical test. Residents' flats are fitted to a minimum of an LD3 standard.

Based on the sample of properties accessed during the fire risk assessment the smoke alarms within

- Flat 18 inspected at the time of the fire risk assessment has LD1 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**

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- 1) These premises are not fitted with emergency lighting
- 2) There is standard lighting within the communal area also landing window and final exit door to assist in lighting the communal areas from outside



## Section **10**

## Compartmentation

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*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 horizontal fire resistance, except at entrance to flats which is a minimum of 30-minute fire door.
- 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) The service cupboard located outside Flat 18, within the communal area, is recommended for full upgrade during future refurbishment works. This should include the installation of a new fire-resistant door and frame, complete with an appropriate lock, intumescent seals and smoke brushes. The existing door currently has Supalux board fitted to its internal face. No signage present on the service cupboard door. Refer to Section 12 for the associated action.



7) Flat entrances are fitted with glazed composite FD30 doors. See section 7/2

## Section 11

## Fire Fighting Equipment

- 1) There is no firefighting equipment on this premises.
- 2) Nearest fire hydrant is indicated within the attached plan. Information from <https://dataservices.riscauthority.co.uk/map/index>



## Section 12

### Fire Signage

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- 1) The service cupboard outside flat 18 requires “Fire Door Keep shut” signage fitting.



- a) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. Signage is installed to notify residents and visitors of this. **Upgrade signage due to the existing signage being faded.**



- 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

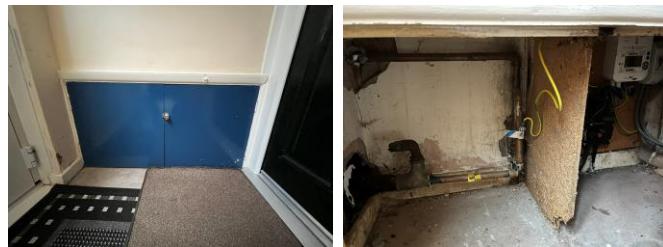
# Sources of Ignition

- 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 24/02/2025.

- 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. Service cupboard should be free from any combustibles. See section 10/6



## section **15**

## **Waste Control**

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- 1) There is a regular Cleaning Service to the premises.
- 2) **The refuse bins for 18-20 Springfield Lane are being stored under the windows of the block in the rear courtyard. These are to be moved away from the premises, maybe reposition these with the bins from the adjoining property 2-4 Royal Oak Road, as both properties share the same rear courtyard.**



- 3) '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**

### **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) Access to the premises is by means of a key that only residents have.
- 3) Perimeter is covered by external lighting



- 4) There is no current evidence of arson.
- 5) 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) Residents should not store flammable liquids or gas cylinders on site.
- 4) No Flammable liquids stored on site by Caretakers / Cleaners.
- 5) There is one storage cupboard in the rear courtyard, which is built within the building and is locked by a tenant only key.



## 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:

Springfield Lane 18-20

Date of Action Plan:

22/01/2026

Review Date:

&lt;Insert date&gt;

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/6a	Flat 18: Refit and adjust self closer. Resident removed due to arthritis		P2	Within 1-3 months Fire Rapid Response	Resolved 23/12/2025

7/6b	Flat 18: Rehang door to close current gap of 6mm between frame and door	 	P3	Within 3-6 months Fire Rapid Response	
7/6c	Flat 18: Hinges showing signs of damage, oil leaking. Inspect and change if required.		P2	Within 1-3 months Fire Rapid Response	
12/1	Fit 'fire door keep shut' signage to service cupboard door outside flat 18		P2	Within 1-3 months Caretaker	

12/9a	Replace existing No Smoking sign due to faded condition		P3	Within 3-6 months Fire Rapid Response	
15/2	Relocate bins away from the building. Resite them to the same area where 2-4 Royal Oak Road bins are stored.		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).

- Upgrade service cupboard with fire door and lock in future refurbishment work.

## Fire Risk Assessment

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### Signed

	Fire Risk Assessor	Date: 22/01/2026
	Building Safety Manager	Date: 20/01/2026

## Appendix 1

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

**Name of property: 18-20 Springfield Lane**

**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:- 0121 569 5077</a> ).



**Report No.:** J410707  
**Nature of Work:** Management Survey  
**Issue Date:** 24/02/2025  
**Client Name:** Sandwell MBC (formerly Homes)  
Building Services, Direct 2 Trading Estate, Roway Lane,  
Oldbury, West Midlands, B69 3ES  
**UPRN:** BL44860SP06 1  
**Site Address:** 18-20 Springfield Lane, Rowley Regis, B65 8PS



**Order Placed By:** Dean Hardin

**Site Contact:** Communal

Date(s) of Work: 08/02/2025

**Technical Manager:** D Ely CCP (Asbestos)

Assistant Surveyor(s): Jack Baldwin

### Lead Surveyor:

**Authorised Signatory:**





Luke Fagan  
Asbestos Consultant & Project Manager

Ryan Fagan CoC Asbestos  
Senior Technical Manager  
24/02/2025

Non-accredited activities are present within this report.

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# Fire Risk Assessment



## CERTIFICATE OF ANALYSIS

### Asbestos Fibre Identification in Bulk Sample

**Client** Sandwell MBC (formerly Homes)  
**Address:** Building Services  
Direct 2 Trading Estate  
Roway Lane  
Oldbury  
West Midlands  
B69 3ES

**Site** 18-20 Springfield Lane  
**Address:** Rowley Regis  
B65 8PS

**Samples Received:** 08/02/2025 **Issue Date:** 12/02/2025

**Order Placed By:** Dean Harding **Sampled By:** Luke Fagan

**Analysed on:** 12/02/2025 **Authorised Signatory:**

**Job Title:** Laboratory Analyst

Opinions and interpretations including the sample reference are outside the scope of UKAS accreditation						
Report No.: J410707						
Date Analysed:	Lab Ref.:	Site Ref.:	Room:	Sample Reference:	Analysis Result:	Analyst:
12/02/2025	XX003624	-	01 - External	Asbestos Bitumen damp proof above door	Chrysotile	Laura Smart
12/02/2025	XX003625	-	01 - External	Bitumen wrap around gas pipe	No Asbestos Detected	Laura Smart

**TEST NOTES:** The test method is as described in the in-house method (Appendix 7, Quality Manual), based on H50248. "Crocidolite", "Amosite" and "Chrysotile" are more commonly known as "blue", "brown" and "white" asbestos respectively. "Actinolite", "Anthophyllite" and "Tremolite" are other rarer forms of asbestos. Bradley Environmental Consultants Limited is not responsible for sampling and where the sample is provided by yourselves. Material that have been referred to as Asbestos Insulating Board or Asbestos Cement are not tested for asbestos content and therefore are not listed. (These options are not covered by our UKAS accreditation), water absorption tests have not been carried out unless otherwise stated. Reported results relate only to the items tested. Samples are retained for a minimum of six months. The report should not be reproduced except in full, without written approval of the laboratory.

### Analysed at:

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Email: [sales@bradley-enviro.co.uk](mailto:sales@bradley-enviro.co.uk)

### END OF REPORT

