

# Fire Risk Assessment

17-23  
Portway Hill,  
Rowley Regis,  
B65 8BG.



**Date Completed:** 07/01/2026

**Review Period:** 3 years.

**Officer:** C. Hudson **Fire Risk Assessor**

**Checked by:** C. Hill **Building Safety Manager**

**Current Risk Rating = Tolerable**



## Subsequent reviews

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

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## Section 0

# Introduction

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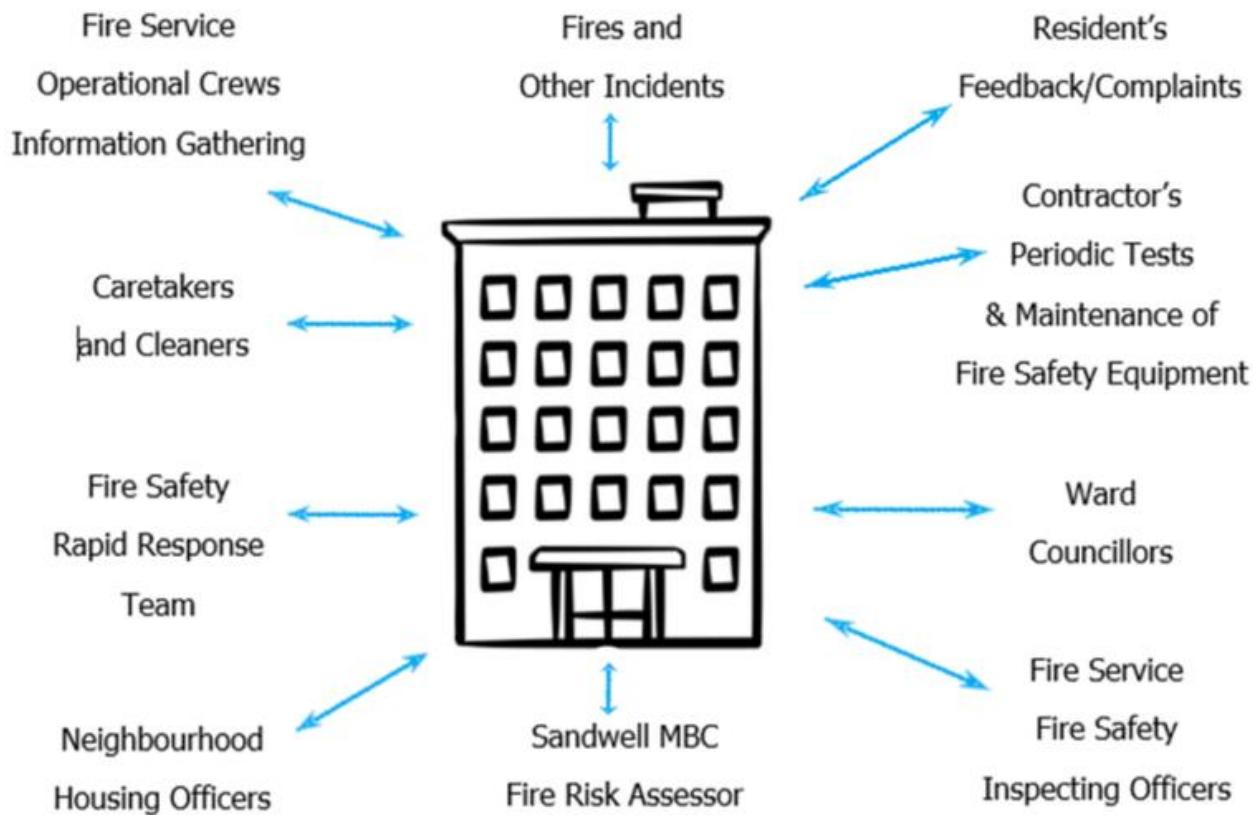
The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA).

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

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

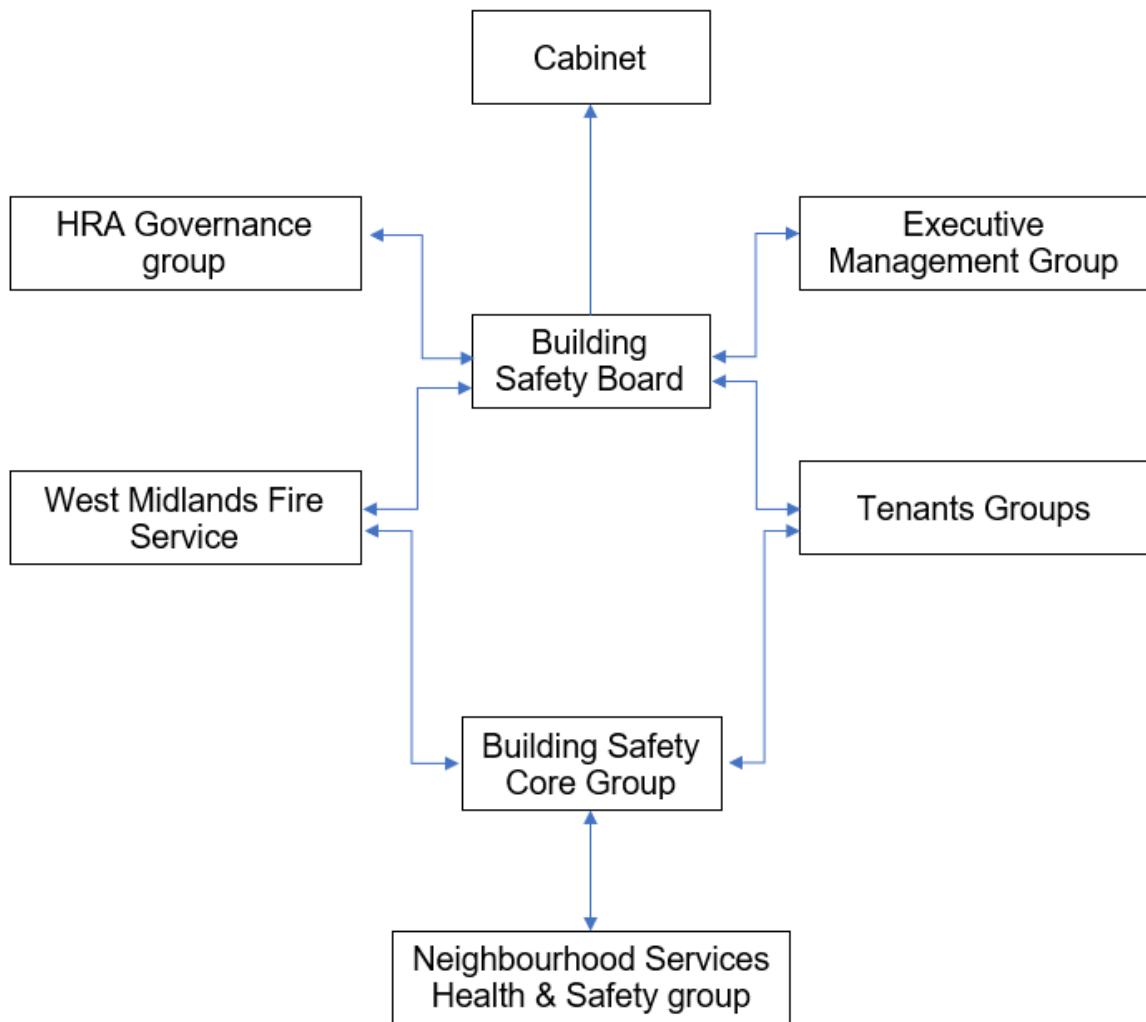
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment.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

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The significant findings (executive summary) of this type 1 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 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 or you have been advised by the emergency services to leave.

Section number	Section Area	Individual Risk Level
<u>Section 6</u>	<p><b>External Envelope</b></p> <p>The building is of traditional brick construction and a combination of UPVC shiplap, timber fascias and concrete tile cladding, with a pitched roof and concrete tiles.</p> <p>UPVC double glazed units are fitted to individual flats and communal windows.</p> <p>The two Final exit doors are timber with Aluminium frame construction.</p> <p>Communal UPVC double glazed units to the communal 1st floor landing do not have opening lights.</p>	Trivial
<u>Section 7</u>	<p><b>Means of Escape from Fire</b></p> <p>The premise has a single staircase and two final exit doors that provide a sufficient means of escape.</p> <p>Several flats at their entrances have door mats, the fire rating is not known on the door mats.</p> <p>Communal windows on first floor at the top of the stairs do not have any opening lights.</p>	Trivial
<u>Section 8</u>	<p><b>Fire Detection and Alarm Systems</b></p> <p>Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats to a minimum of LD3 standard.</p>	Trivial
<u>Section 9</u>	<p><b>Emergency Lighting</b></p> <p>The premise has sufficient emergency/ escape lighting system in accordance with BS 5266.</p>	Trivial

<u>Section 10</u>	<b>Compartmentation</b> The building is designed to provide a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. Individual flat doors are FD30s fire rated composite fire doors.  The Landlord supply and door entry system are housed in a secure steel wall mounted equipment box in the common area.	Trivial
<u>Section 11</u>	<b>Fire Fighting Equipment</b> No firefighting provisions are provided within the premise.	Trivial
<u>Section 12</u>	<b>Fire Signage</b> Appropriate signage is in place.  NO Smoking signage requires replacement.	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 was last tested on 8/09/25 and should be tested every five years. Remedial works had been completed on the 19/01/2026.	Trivial
<u>Section 15</u>	<b>Waste Control</b> Regular cleaning services take place at the block and regular checks from caretakers help with waste control at the block.  The domestic bins are stored near the rear exit door.	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 final exit doors have door entry systems installed. These doors have a fob reader to enter the building and a handle to exit the building.  The building is well lit around the perimeter.  There is no evidence of any arson since the last risk assessment was carried out.	Trivial
<u>Section 18</u>	<b>Storage Arrangements</b> Residents have access to a secure brick-built storage cupboard in the rear yard which are kept locked.  Residents should not store fuel or LPG Cylinders in their home or storage facilities. This documented in the tenancy agreement.	Trivial

## Risk Level Indicator

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

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

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

Low     Medium     High

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

<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

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## Comments

After conducting a Type 1 fire risk assessment at 17-23 Portway Hill, I conclude, the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment.

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 composite FD30S entrance doors, smoke detection systems installed to a minimum standard of LD3 in all flats, two final exit doors, and a stay-put unless fire strategy is in place.

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.

When future refurbishments are carried out, there are several observations that would improve the building. These observations can be found at the end of this document.

*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:*

***(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.)***

<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.

## 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. This will be reliant on the outcomes of the government consultation which is yet to be published.

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:

<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> Craig Hudson Mohammed Zafeer Stuart Henley	<b>Resident Engagement Officers – Fire Safety</b> Abdulmonim Khan Ethan Somaiya Hannah Russon

*Please note, the above details are correct at the time of the production of the risk assessment and may be subject to change.*

## Section 4

## Description of Premises

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This type 1 fire risk assessment covers

Portway Hill 17-23  
Rowley Regis  
B65 8BG

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.

### Description of the Property:

The Low-rise block was constructed around 1970 of traditional brick cavity and concrete construction with brick walls concrete floors and stairs. The block has double glazed UPVC window frames with a pitched, tiled roof.

The block consists of 2 stories inclusive of ground.



Each of the floors from the ground floor upwards contain 2 individual flats.

The building has a pitched roof, with no access to the common roof space from the common area.



Part of the front and rear elevations have Timber and UPVC shiplap cladding to ground floor flats.



The block has a front entrance, which has a door entry system, with a fob reader installed, and a further exit located on the rear elevation, fitted with a cylinder lock with a thumb turn. Local authority employees and the fire & rescue service can use a drop latch key to gain access.



The flats have a UPVC windows and double-glazed units.



The block has a single wooden central staircase as the sole means of escape (above ground floor).



The electrical meter is situated at the rear of the building behind the staircase, in a Secure Tunstall equipment cabinet.



The landlord Electrical supply is situated above the electric meter box on the first-floor landing in a secured Tunstall equipment cabinet.



The door entry system is situated on the first-floor landing in a secured Tunstall equipment cabinet.



The gas is supplied externally to the block.



The building has been designed and constructed to provide reasonable facilities to assist fire fighters in the protection of life. Reasonable provisions have been made to enable fire appliances to gain access to the building.



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.  
The nearest fire station is Oldbury Community Fire Station.

High/Low Rise	Low-Rise
Number of Floors	2
Date of Construction	Circa 1970
Construction Type	Cross Wall / Timber Frame
Last Refurbished	Unknown
External Cladding	Partial Timber, UPVC shiplap & concrete tile
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	No
Access to Roof	Non from common area
Equipment on roof (e.g. mobile phone station etc)	None

## Persons at Risk

Residents / Occupants of 4 flats in 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

Plan to show the general location/orientation of the building.  
17-23 Portway Hill



## Section 6

### External envelope

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

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 front and rear elevations are a combination of traditional brick masonry, uPVC shiplap, concrete tile cladding and spandrel panels below the UPVC windows.



2. The roof is clad with concrete tiles.
3. Access is gained to all flats from the ground floor using the main access door which is in an aluminium frame with a spandrel panel to the side which leads to the staircase area, further egress is available via the rear access door. The rear access door is UPVC with glass vision panels a spandrel panel to the side and a large, double-glazed unit with a UPVC frame above.



4. The building has Timber facias and Plastic guttering just below the roof line.



5. The side elevation is of traditional brick masonry and has timber fascia boards to the top.



6. UPVC double glazed units have been installed to each flat.



7. In the building the 1<sup>st</sup> floor communal landings, have a set of UPVC windows, these windows cannot be opened. There is no automatic smoke ventilation system installed in this premises.



8. Gas risers enter the building on the external elevations.



## Section 7

### Means of Escape from Fire

1) All Individual flat doors are FD30s rated composite fire doors.



Portway Hill 17-23 (O)	BL39040PO02	17-23 Portway Hill;Rowley Regis;West Midlands;;	Intentionally Blank		
Portway Hill 17-23 (O)	BL39040PO02	17 Portway Hill;Rowley Regis;West Midlands;;	Permadoor	0.00	Glazed
Portway Hill 17-23 (O)	BL39040PO02	19 Portway Hill;Rowley Regis;West Midlands;;	Nationwide	0.01	Glazed
Portway Hill 17-23 (O)	BL39040PO02	21 Portway Hill;Rowley Regis;West Midlands;;	Permadoor	0.02	Glazed
Portway Hill 17-23 (O)	BL39040PO02	23 Portway Hill;Rowley Regis;West Midlands;;	Permadoor	0.03	Glazed

2) 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. Only Flat 21 was accessed.

3) Flat 21 door was inspected, was correct and reliably fully self-closes on latch.



4) The flat entrance doors of No 17,19 and 23 were not inspected due to no access at time of FRA.

5) Some of the flats have door mats the fire rating of these is unknown.

6) The block has a single staircase of timber construction that provides a means of escape and is 845mm in width.



7) All corridors are of adequate width (at least 1050mm) and are kept clear to promote maintain safe exit in an event of fire.



8) None of the corridors that form part of the means of escape are dead ends.

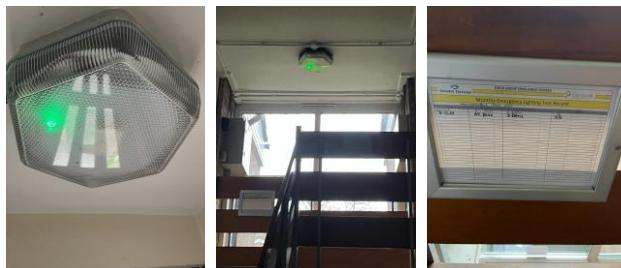
9) The landings are kept clear to maintain safe means of escape.



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

11) Communal windows are installed with trickle vents and are not openable. Although the provision of openable windows in this area would be ideal, they are not essential in 2 storey blocks. Consideration to install openable windows should be considered as part of any future refurbishment plans.

12) Emergency lighting is provided to communal landings and stairs. Checks are done monthly by Sandwell MBC in house electrical team or approved contractor.



13) All floors have S.M.B.C fitted carpet. Due to the fact S.M.B.C specified and managed the installation of the carpet it has been presumed that it is class 0 fire rated.

14) The only communal doors are the final exit doors.

15) The final exit door at the front of the building has a door entry system installed with a self closing device. 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.



16) The final exit door at the rear of the building has a thumb turn lock on the internal side.



**Section  
8**

## **Fire Detection and Alarm Systems**

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- 1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats the equipment is subjected to a cyclical test.
- 2) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD2 Standard.

Flat 21 was accessed and was seen to be LD2 standard.



*For information*

*LD1 all rooms except wet rooms*

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

*LD3 Hallway only*

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

# Section

# 9

## Emergency Lighting

- 1) The premises has a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.
- 2) The self-contained units are provided to the communal landings, stairs.
- 3) All installed equipment is checked and tested monthly by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards. The emergency lighting was subject to an in-house test on 08/12/2025



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

### Job Details

Job ID	Client Name	Site Name
186861	Dodd Group (Midlands) Limited	17-23 PORTWAY HILL
Job Order Number	Details Of Client	Site Address
SMBC_17717860	Dodd Group Ltd Stafford Park 13	
Client ID	Client Postcode	Site Post Code
25	TF3 3AZ	
Site ID		
8,574		

### System Details

Manufacturer	Number of Fittings Onsite
kosnic	4

### Inspections and Tests

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

### Sign Off Area

NAME OF ENGINEER	New Signature	New Date
jamie davis		08/12/2025

### Photos

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

## Section 10

### Compartmentation

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- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. All flat entrance doors are 30-minute fire doors, including those in 1-hour rated walls.
- 2) 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.
- 3) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping has not been compromised by third parties and where applicable enhance the fire stopping.
- 4) A variety of methods / materials have been used to achieve fire-stopping.
- 5) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.
- 6) The Landlord electrical supply is situated at the rear of the building behind the staircase in a secured wall mounted steel equipment cabinet.



- 7) Door entry Equipment is contained within a secure steel wall mounted equipment cabinet at the rear of the first-floor landing.



- 8) All individual flats are installed with FD30s rated composite fire doors.
- 9) The block has a pitched roof over flats with a flat roof over the common area. There is no loft access from the common areas.

**Section  
11**

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## **Fire Fighting Equipment**

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- 1) There is no firefighting equipment on this premises.

## Section 12

### Fire Signage

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- 1) Appropriate signage is displayed throughout the building.
- 2) Directional fire signage is not displayed throughout the building.  
This is due to the simple layout of the building, and this type of signage is not required.
- 3) Yellow LPG warning signs are not displayed within the block. [refer to section 18.](#)
- 4) No smoking (Smoke Free England) signage is displayed at the front entrance to the premises.



- 5) Smoke free signage requires replacement by front and rear exit due to being faded. See action 12/5**

## 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 information has been provided as part of tenancy pack. Information regarding the Stay Put Unless fire evacuation strategy is provided to tenants.
- 5) Staff undertaking fire risk assessments are qualified to or working towards a 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 EICR inspection was last carried out 08/09/25 and is carried out every 5 years.
- 5) The EICR was unsatisfactory, an email has been sent to the electrical manager. It was confirmed that the remedial works had been completed on the 19/01/2026.



Image Unavailable

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

40195989

EICR18.3C

## ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) – Requirements for Electrical Installations

Original (to the person ordering the work)

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION		
DETAILS OF THE CONTRACTOR Registration No.: 004766004 Trading Title: Dodd Group (Midlands) Ltd Address: Unit 1 Rabone Park, Rabone Lane, Smethwick Postcode: B66 2NN	DETAILS OF THE CLIENT Branch No.: 004 Contractor Reference Number (CRN): N/A Name: SMBC Electrical Address: Sandwell Homes, Operations & Development Centre, Direct 2 Industrial Park, Oldbury, West Midlands Postcode: B69 3ES	DETAILS OF THE INSTALLATION Occupier: Communal Area UPRN: N/A Address: 17-23, Portway Hill, Rowley Regis, Rowley Regis, West Midlands Postcode: B65 9DQ
This certificate is not valid if the serial number has been defaced or altered		
PART 2 : PURPOSE OF THE REPORT		
Purpose for which this report is required: Test and inspect the fixed wiring installation within the property to ensure safety for continued use, as requested by the Client. As required by Guidance Note 3 Section 3.7 and table 3.2 and including change of occupancy		
Date(s) when inspection and testing was carried out: 08/09/2025	Records available (651): <input checked="" type="checkbox"/>	Previous inspection report available (651): <input checked="" type="checkbox"/>
Previous report date: N/A		
PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION		
General condition of the installation (in terms of electrical safety): Installation is generally in good condition but due to the listed C2s does not comply with the current version of BS7671 in addition to any other items mentioned in observations. Low-Rise Commercial, metal Proteus Consumer Unit.		
Description of premises: Dwelling: <input checked="" type="checkbox"/> Commercial: <input type="checkbox"/> Industrial: <input type="checkbox"/> Other (include brief description): N/A		
Estimated age of electrical installation: 30 years Evidence of additions or alterations: <input checked="" type="checkbox"/> If yes, estimated age 5 years Overall assessment of the installation for continued use: <b>Satisfactory/Unsatisfactory**</b> (delete as appropriate)		
**An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified (listed in PART 5 of this report) and it is recommended that these are acted upon as a matter of urgency.		
PART 4 : DECLARATION		
INSPECTION AND TESTING I/We being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), particulars of which are described in PART 6, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (PART 5) and the attached Schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 6 of this report.		
Name (capitals) on behalf of the contractor identified in PART 1: HAYDN THOMAS Signature: Date: 08/09/2025		
I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by 08/09/2030 (date)		
Give reason for recommendation: N/A		
The proposed date for the next inspection should take into consideration any legislative or licensing requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.		
REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR		
Name (capitals) on behalf of the contractor identified in PART 1: CHRIS NAVEN Signature: Date: 19/09/2025		
This report is based on the model forms shown in Appendix 6 of BS 7671: 2018 (as amended) © Copyright Certsure LLP (August 2024)		
Enter a (✓) or value in the respective fields, as appropriate. Where an item is not applicable insert N/A		
Please see the 'Notes for Recipients'		
Page 1 of 17		

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

## Section **15**

### **Waste Control**

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- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse bins are stored to the rear of the building by the rear final exit door purpose-built store. These should be relocated away from the building, See action 15/2**



- 3) Bins are regularly emptied.
- 4) Regular checks by Caretakers minimise risk of waste accumulation.
- 5) 'Out of Hours' service is in place to remove bulk items.

## Section **16**

# Control and Supervision of Contractors and Visitors

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- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
- 2) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
- 3) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the local housing office. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.
- 4) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -
  - a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
    - Health and Safety.
    - Site Security.
    - Safety of working and impact on children/school business.
    - Fire risk, if any.
    - Site Emergency Plan.
  - b) Monthly Site Meetings – to monitor, review and share any new information including any new risks.
  - c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.
  - d) Final Contractor review on completion of works undertaken.

## 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 door entry system to the front and the rear.



- 3) There is no current evidence of arson.
- 4) The Block has no CCTV fitted.
- 5) There have been no reported fire incidents since the last FRA.
- 6) The perimeter of the premises is well illuminated.

## Section **18**

### Storage Arrangements

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- 1) Residents instructed not to bring L.P.G cylinders into block.
- 2) Residents have individual external storage sheds which they keep secured.



- 3) 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.”
- 4) No Flammable liquids stored on site by Caretakers / cleaners.
- 5) There are no flammable liquids or gas cylinders stored on site.

## Section **19**

# **Additional Control Measures. Fire Risk Assessment - Action Plan**

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### Significant Findings

### **Action Plan**

It is considered that the following recommendations should be implemented to reduce fire risk to, or maintain it at, the following level:

Trivial  Tolerable

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

P2 Arrange and complete within 1-3 Months of assessment date

P3 Arrange and complete within 3-6 Months of assessment date

P4 Arrange and complete exceeding 6 months under programmed work



# Fire Risk Assessment

## Action Plan



Name of Premises or Location:

Portway Hill 17-23

Date of Action Plan:

23/01/2026

Review Date:

&lt;Insert date&gt;

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
12/5	Smoke free signage requires replacement by front and rear exit due to being faded.		P2	1-3 Months Fire Rapid Response	

15/2	Refuse bins are stored to the rear of the building by the rear final exit door purpose-built store. These should be relocated away from the building.		P3	3-6 Months Housing Manager	
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**Observations**

When undertaking future improvement program(s), it is advised that the observations listed below should be given consideration (noting that the safety of the residents is not jeopardised by these, and all steps to reduce any known risks have been taken).

Upgrade uPVC shiplap cladding to the front and rear elevations with an A1 – A2 fire rated non-combustible material.

Upgrade communal uPVC double glazed units to the communal 2<sup>nd</sup> floor landing to include openable windows.

**Signed**

	Fire Risk Assessor	Date: 23 <sup>rd</sup> January 2026
	Building Safety Manager	Date: 23 <sup>rd</sup> January 2026



# Fire Risk Assessment

## ABOUT THE REPORT – PLEASE READ

All Survey Methodology is based upon HSE document HSG 264 - Asbestos: The Survey Guide. All surveyors are experienced British Occupational Hygiene Society (BOHS) P402 qualified surveyors with extensive Surveying & Refurbishment Project experience specific to Sandwell MBC's managed housing stock.

The person or persons using this report to programme refurbishment work on site are assumed to be competent & experienced in the field of domestic refurbishment projects & have suitable & sufficient asbestos awareness to understand the scope of this report & apply it to the project. All trade operatives working on site are also expected to have relevant asbestos awareness training & experience. IF IN DOUBT STOP & ASK! Please ensure the report covers the areas that you need to work on.

SHAPE: Sandwell MBC's integrated ICT solution holds the Company Asbestos Register. The Asbestos Register is interrogated when completing the asbestos survey report to ensure that ACM's in similar properties are considered where relevant. The Register holds details of all suspected or confirmed ACM's identified during Refurbishment & Demolition programmes as well as Repairs activities for the past 11 years. If potential ACM's have been identified within difficult to survey areas such as Cavity Walls, Floor Voids etc these will be highlighted within the report. The Interrogation of the Company Asbestos Register complements the survey & report process it does not substitute the Refurbishment & Demolition Survey.

Void Properties – The Building Surveying team who undertake Refurbishment & Demolition Asbestos Surveys also undertake Domestic Energy Assessment Surveys, Borescope Surveys for Thermal Insulation & Fire Integrity Assessments to a representative percentage of the void turn over.

Site Overview Page 2 – This section is included to aid surveying & to ensure comprehensive survey information is detailed.

Term	Explanation	Term	Explanation
Property Address	Specific Property to which survey relates.	Photo's	These will usually be provided for the front elevation of the property to aid identification.
Surveyed by	Relates to P402 trained surveyor.	Sampled by	P402 trained surveyor.
Action taken on Project	Record what action may have been undertaken to the Asbestos in question. E.g. Nothing, Repair, replace, Manage.	Checked by	P402 trained surveyor who checks report prior to issuing.
Type of Work to be undertaken	Relates to the envisaged type of work that the Asbestos Survey Report will be used to aid. This assists the asbestos surveyor to guide his survey methodology & will help the users of this report decide if it is suitable for the work activity being undertaken.	Survey Report Type	Report type is determined by the type of work to be undertaken. The reader of this report must satisfy themselves that the scope of the survey is sufficient for the purpose of work being undertaken.
ACM	Asbestos Containing Material.	Refurbishment Survey	HSG 264 – Refurbishment & Demolition Survey. Surveying undertaken to all parts of the property presuming full decent homes refurbishment, which may include, New Kitchen, New Bathroom, Electrical Rewire, Re-roof, Full Heating System. Taking account of the complete structure of the property & any other works to be undertaken. The survey has been carried out within the sensible knowledge that works to be undertaken during refurbishment. Any one survey report to cover building works being undertaken to the property should ensure that the report is sufficient for the purposes of the building work being undertaken. The reader should be confident that the areas that are to be disturbed by the proposed work are included.
HSE Notify	This highlights if a material normally requires notification to the Health & Safety Executive prior to removal. GUIDANCE ONLY.	Management Survey	A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACM's in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.
Bulk Sample	Sample of potential ACM that is representative of the whole.	Refurb & Management Survey	Both Survey Report Types are ticked! due to works identified at survey stage the surveyor has completed Refurbishment Survey for the works required & may have undertaken a management survey on remaining areas of the property. The report should not be used for works outside the scope stated, unless the reader assures themselves that it is suitable & sufficient.
Request Sample	The item described has not been tested for Asbestos content. The item must be presumed to contain asbestos until sampling confirms. If work is going to be undertaken in this area sample should be requested prior to work starting.	Cavity Walls / Floor Voids or similar.	Will be assessed at survey stage & desktop assessment of similar archetypes.
Awaiting Results	If no results have been detailed then you must not work on these items until you receive further confirmation.	Photos	Where practical & to aid the identification of ambiguous material locations photos will be included within the report to ensure that materials are identified on-site correctly. Photos will be annotated where necessary.
Extent	An estimate of quantity will be given where possible to aid work planning & valuation.		
Labels	Materials will be labelled where practical. Labelling will not be undertaken to low risk materials e.g. floor tiles, Textured Coatings etc or where labelling could easily be removed or would cause potential exposure if removed. All presumed ACM's will be labelled as "Asbestos" where practical. All sampled materials will be labelled with an "Asbestos Sampled" label.		