

Fire Risk Assessment

2 – 4 Royal Oak Road



Rowley Regis, B65 8NX

Date Completed: 6th January 2026

Officer: M Zafeer Fire Risk Assessor

Checked By: C. Hill Building Safety Manager

Current Risk Rating = Tolerable

Subsequent reviews

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

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Section

0

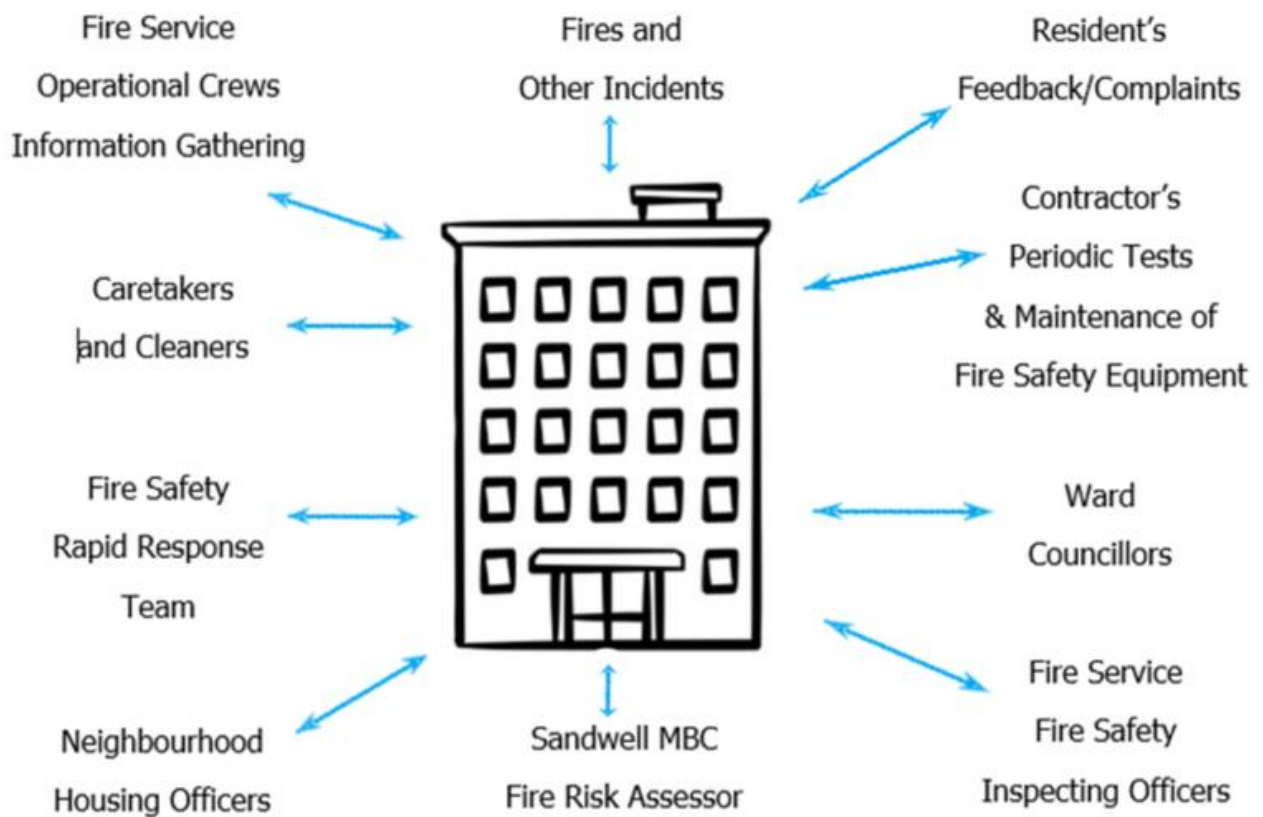
Introduction

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 **non-intrusive** 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.

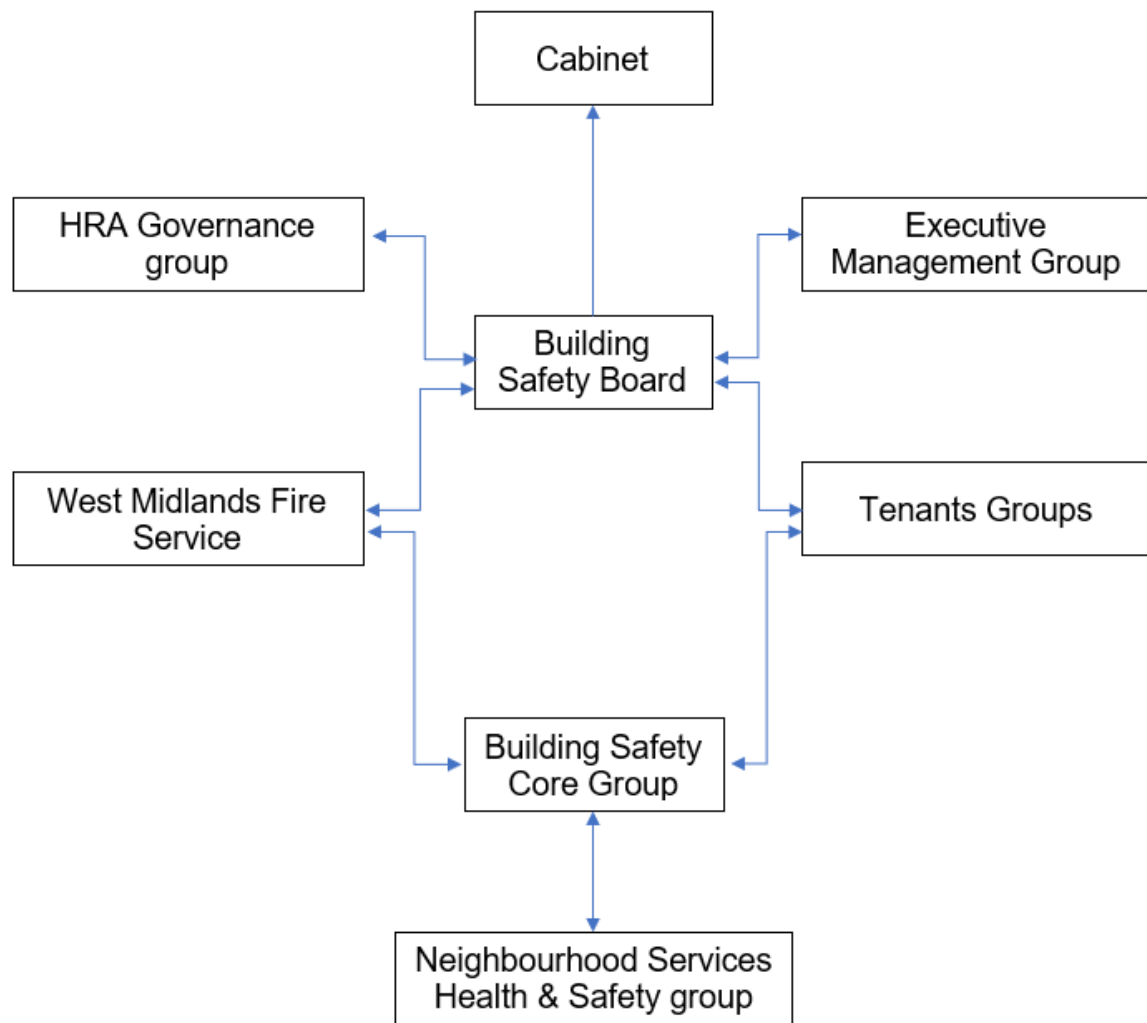
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment.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

Section number	Section Area	Individual Risk Level
Section 6	External Envelope Traditional brick-built 2 story block with each floor accommodating a single flat. UPVC front entrance door and window units installed with UPVC fascia and under boards to the roof line Roof is of a pitched construction with concrete roof tiles.	Trivial

	Front entrance is located on the side elevation to the block up a flight of steps, entrance door is of UPVC construction with double glazing.	
Section 7	<p>Means of Escape from Fire</p> <p>Block has a single staircase and one final exit door.</p> <p>Corridors, stairs and landings are clear of any obstruction.</p> <p>Thumb lock installed on the final exit door.</p> <p>Electrical service cupboard in entrance hallway requires budget type lock installing.</p> <ul style="list-style-type: none"> Several disposable air fresheners placed on windowsills within communal space. 	Tolerable
Section 8	<p>Fire Detection and Alarm Systems</p> <p>Individual flats are fitted with hardwired smoke detection to an LD3 standard minimum.</p> <p>Access gained to sample flats for detection in this block.</p> <p>Flat 2 – Detection in hallway – LD2 Flat 4 – Detection in hallway, lounge, bedroom and kitchen - LD1</p>	Trivial
Section 9	<p>Emergency Lighting</p> <p>There is no emergency lighting installed at the block</p>	Trivial

Section 10	Compartmentation The block has sufficient compartmentation between dwellings. Cyclical programme in place to ensure fire stopping has not been compromised. No Access was possible to check the roof void for sufficient fire stopping and compartmentation. Electrical service cupboard in entrance hallway has Notional doors, <i>Recommended to be upgraded to 44mm FD30s on future renovations of the block.</i>	Trivial
Section 11	Fire Fighting Equipment The premises have no provision for firefighting equipment.	Trivial
Section 12	Fire Signage No fire signage present on the block due to simple layout.	Trivial
Section 13	Employee Training All staff receive basic fire safety awareness training.	Trivial
Section 14	Sources of Ignition Supply intake is shared with 18-20 Springfield Lane with satisfactory EICR conducted on 24/02/2025	Trivial

	Resident electrical meter is located near the front entrance within a service cupboard.	
Section 15	Waste Control No caretaking services schedule at the block. Refuse bins stored in a dedicated area located outside to the rear of the block. <ul style="list-style-type: none"> Refuse bins located at the rear to be positioned away from any part of the building envelope where windows or doors are present. 	Tolerable
Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
Section 17	Arson Prevention There is security lighting installed to the front and rear of the block. No evidence of arson. No previous reports of arson at the block.	Trivial
Section 18	Storage Arrangements There are no external or internal storage cupboards provided for residents.	Trivial

Risk Level Indicator

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

	Potential consequences of fire
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Likelihood 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

After carrying out a Type 1 **non- intrusive** fire risk assessment on
2 – 4 Royal Oak Road
Rowley Regis
B65 8NT

In my conclusion, the likelihood of a fire is of a medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment.

After assessing the building's use and its occupants, the potential life safety risk in the event of a fire is slight. This assessment is based on the presence of FD30s composite fire doors installed to the flats, the installation of smoke detection systems meeting at least LD3 standards within each flat, and effective housekeeping practices in communal areas that minimize combustible materials and aid safe evacuation. Additionally, the evacuation route is adequately illuminated, and final exit door is installed with a thumb turn lock. The fire strategy for the block is a 'Stay Put Unless'.

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

On completion of the recorded actions the overall risk rating for the building will be reduced to trivial, subject to the recommended actions in this fire risk assessment.

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

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional fire precautions are required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

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

Section

2

People at Significant Risk of Fire

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 Carl Hill Louis Conway Andrew Froggatt	Fire Risk Assessors Mohammed Zafeer Stuart Henely 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

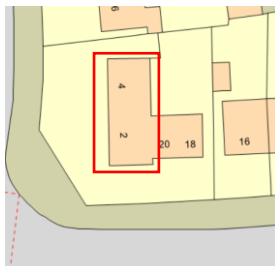
2-4 Royal Oak Road
Rowley Regis
B65 8NX

Description of the Property

This Type 1 **non-intrusive** fire risk assessment pertains to the residential block located at 2 - 4 Royal Oak Road. The property is a low-rise building constructed in 1968, utilising traditional brick cavity wall construction. The structure comprises two storeys, including the ground floor, with one self-contained dwelling on each level. There is a single centrally positioned staircase, which serves as the only means of access and egress for both units.

The site has adequate off-street parking situated at the front of the building. Resident and visitor vehicles are positioned at a safe and appropriate distance from the building envelope, reducing potential fire spread or obstruction to access routes.

It is also noted that the block at 2-4 Royal Oak Road is physically attached to an adjacent residential building, which is accessed separately via Springfield Lane. Although conjoined, the neighbouring block is served by its own independent entrance and access arrangements and does not share internal common areas with 2-4 Royal Oak Lane. To the rear there is a courtyard which is shared with the neighbouring block.



The main entrance to the building is located on the side elevation which allows access to the flats.



Nearest Fire station is Haden Cross Fire Station, which is 2.6 miles.

The communal, any workplace areas and the external envelope of the building are subject to the Regulatory Reform (Fire Safety) Order 2005 as confirmed by the Fire Safety Act 2021.

The enforcing authority is West Midlands Fire Service.

High/Low Rise	Low-Rise
Number of Floors	2 story
Date of Construction	1968
Construction Type	Traditional Brick Construction with pitched tiled roof.
Last Refurbished	Unknown
External Cladding	No
Number of Lifts	Non
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	No
Refuse Chute	No
Access to Roof void	No access to the loft space from communal area
Equipment on roof (e.g. mobile phone station etc)	None

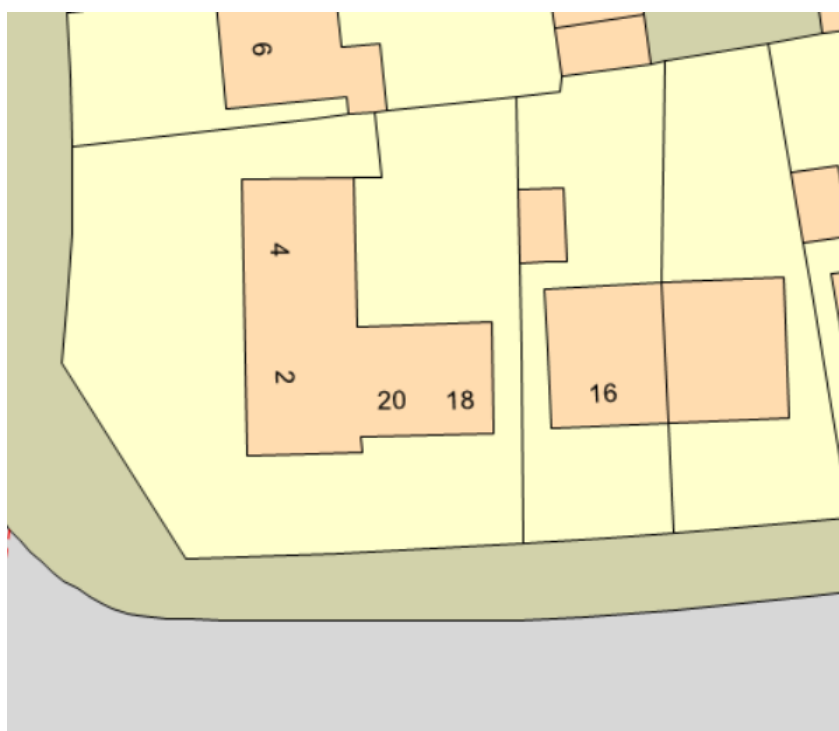
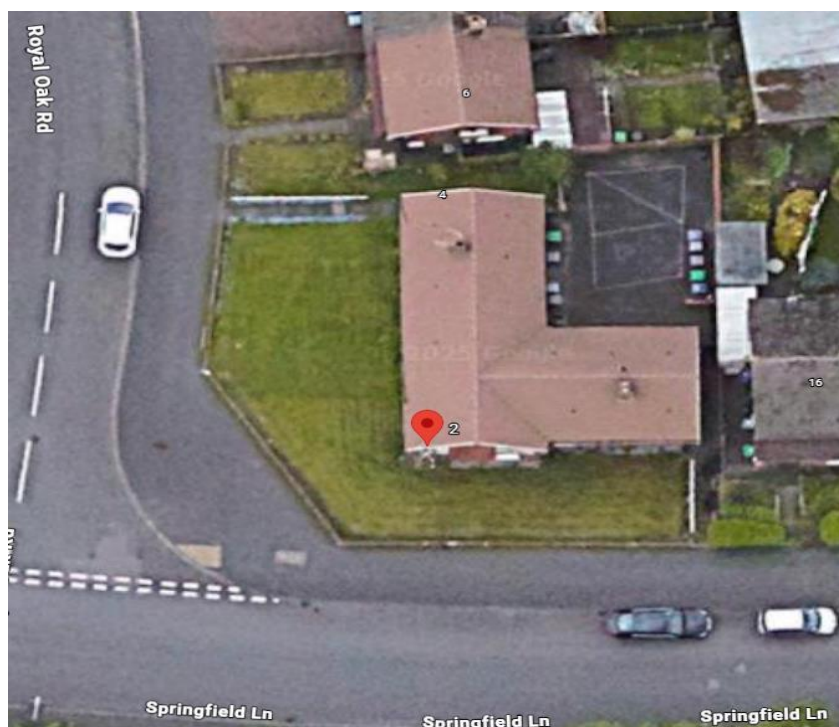
Persons at Risk

Residents / Occupants of 2 flats

Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

Building Plan



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.

The materials used within the external construction at 2-4 Royal Oak Road present an acceptable level of risk to fire.

- 1) The exterior of the building is primarily traditional brick construction with a pitched roof design. The roof features concrete tiles and UPVC fascia boards below the roofline with dry verge end caps sealing the tiles.



UPVC fascia boards and Dry verge end caps

- 2) Front entrance door to the block is of UPVC construction with double glazing installed within the unit.



- 3) UPVC double-glazed window units have been installed in each flat and in the communal areas within the block.



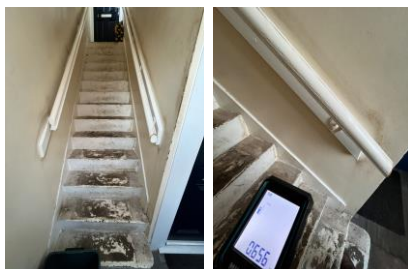
Section 7

Means of Escape from Fire

- 1) Each flat is equipped with, as a minimum LD3 fire detection to facilitate means of escape and provide sufficient response time.
- 2) A small section of the entrance hallway floor is finished with vinyl flooring. This area is maintained free of obstructions and combustible materials, thereby supporting a safe and unobstructed means of escape in the event of a fire.



- 3) 2-4 Royal Oak Road contains a single concrete staircase, positioned at the entrance of the block, which provides an adequate means of escape. The width of the staircases, measured from handrail to handrail, is 656mm respectively. This staircase is kept clear to ensure a safe means of escape.



- 4) A UPVC window unit has been installed on the staircase landing which is openable without the use of key. This installation provides sufficient borrowed lighting and ventilation, while an incorporated Georgian wired glazing unit has been installed on the flat side to protect the means of escape and prevent the spread of fire and smoke. It should be noted that there is currently no automatic smoke ventilation system installed on the premises.



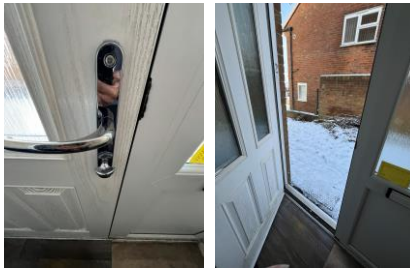
- 5) Several disposable air fresheners have been placed on both windowsills at the top of the staircase. Windowsills within the communal area should be kept clear of any items that may be potentially combustible.**



- 6) There is no emergency lighting in place at the block, however there is sufficient lighting installed over the staircase and over the small hallway by the final exit door.



- 7)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.
- 8)The final exit door is installed with a thumb turn lock, this aids easy and safe evacuation out of the building in an event of a fire.



- 9)There are two service cupboards installed on the external wall along the egress path. These cupboards house the residents' gas meters but do not obstruct the clear and safe evacuation route from the building via the single ground-floor exit.



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, this is installed to a minimum of LD3 as standard, the equipment is subjected to a cyclical test.
- 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
- 4) Access was obtained to resident's flats to check for confirmation of detection.

Flat 2 – Smoke Detection in hallway – CO detection in Kitchen and lounge – LD3

Flat 4 – Smoke Detection in hallway, lounge, bedroom and kitchen- LD1



- 5) SMBC's Job Manager system confirms detectors to LD3 standard minimum were checked as part of the most recent annual gas service for flat 2 & flat 4

For information

LD1 all rooms except wet rooms

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

LD3 Hallway only

Section 9

Emergency Lighting

- 1) While dedicated emergency lighting has not been installed on the premises, the existing illumination is deemed adequate. This is due to the strategic placement of lighting units above the stairs and by the final exit, supplemented by sufficient borrowed lighting from the externally facing window on the staircase landing and through the entrance doors.



Section 10

Compartmentation

A visual inspection of the accessible areas was undertaken as part of the assessment, but areas with restricted access, i.e., false ceilings and void areas, were only inspected where readily accessible. The survey undertaken as part of this risk assessment should not be construed as a full compartmentation survey of the building. From a visual inspection carried out at the time of the inspection, there were no breaches in compartmentation evident between the communal areas and the residential accommodation.

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats and stairwells. All doors are a minimum of 30-minute fire resistant with cold smoke seals and intumescent strips, including those in 1-hour rated walls.
 - 2) Due to the premises having a single open stairwell, provisions are in place to limit any potential risks within this area. The limit of combustibles and ignition sources are of a low level, alongside the use of notional timber and composite FD30s fire doors to individual flat entrances, and with sufficient fire stopping, provides acceptable compartmentation. There is a cyclical programme to ensure fire stopping as not been compromised by third parties e.g. contractors and where applicable enhance the fire stopping.
 - 3) The rear of the service cupboard doors on the ground floor has been fitted with Promat SUPALUX boarding to establish a fire-resisting barrier. This installation is a form of passive fire protection intended to maintain the integrity of the fire compartmentation and delay the spread of fire and smoke.
-



SUPALUX boarding

- 4) Electrical service cupboard is a notional door. *This has been noted in observations to upgrade service cupboard doors containing electrical installation to 44mm FD30s lockable doors with mandatory signage in any future refurbishment to the block.*



- 5) Both flat 2 and 4 have been fitted with composite FD30S fire door assemblies.



Block Name	Place-Re	Address	Front Door Type	Front Door	Glazed / Not Glazed
Royal Oak Road 2-4 (E)	BL42000RO08	2-4 Royal Oak Road (E);Rowley Regis;West Midlands;;	Intentionally Blank		
Royal Oak Road 2-4 (E)	BL42000RO08	2 Royal Oak Road;Rowley Regis;West Midlands;;	Hurst Door	0.00	Glazed
Royal Oak Road 2-4 (E)	BL42000RO08	4 Royal Oak Road;Rowley Regis;West Midlands;;	Hurst Door	0.00	Glazed

- 6) Access was possible to sample self closing device and condition of fire and smoke seals on flat 2.



Flat 2 flat entrance door

- 7) There is no means of access to the internal roof void from the common area of the block.

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 have not been awarded the official certification of doors manufactured and tested 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. The door assembly must be installed by a competent person.

Section

11

Fire Fighting Equipment

1) There is no firefighting equipment on this premises.

Section 12

Fire Signage

- 1) Fire Action Notices are not displayed throughout the building. The signs are not necessary due to the building not having a complex layout.
- 2) Yellow LPG warning signs are not displayed within the block. [refer to section 18](#).
- 3) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.



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. Caretaking teams are not expected to tackle fires in this area.
- 4) Fire safety has been provided as part of tenancy pack.
- 5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment

Section 14

Sources of Ignition

- 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. Supply intake is shared with 18-20 Springfield Lane, satisfactory EICR conducted on 24/02/2025.



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

31204061

EICR18.3C

ELECTRICAL INSTALLATION CONDITION REPORT

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

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION			
DETAILS OF THE CONTRACTOR Registration No: 004708004 Branch No: 004 Trading Title: Dodd Group (Midlands) Ltd Address: Unit 1 Rabone Park, Rabone Lane, Smethwick Postcode: B66 2NN Tel No: 0121 585 8000		DETAILS OF THE CLIENT Contractor Reference Number (CRN): N/A Name: SMBC Electrical Address: Sandwell Homes, Operations & Development Centre, Direct 2 Industrial Park, Oldbury Postcode: B69 3ES Tel No: N/A	
DETAILS OF THE INSTALLATION Occupier: Communal UPRN: N/A Address: 18-20 Springfield Lane, Rowley Regis, West Midlands Postcode: B65 8PS Tel No: N/A			
PART 2 : PURPOSE OF THE REPORT			
Purpose for which this report is required: To test and inspect the fixed wiring installation within the property to ensure safety for continued use, as requested by Client.			
Date(s) when inspection and testing was carried out: 24/02/2025 Records available (6511): N/A Previous inspection report available (6511): N/A 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 and complies with the current version of BS7671.			
Description of premises: Dwelling: (✓) Commercial: (N/A) Industrial: (N/A) Other (include brief description): NA Estimated age of electrical installation: (25) years Evidence of additions or alterations: (✓) If Yes, estimated age N/A years Overall assessment of the installation for continued use: Satisfactory/Unsatisfactory** (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 (capital(s)) on behalf of the contractor identified in PART 1: JACK OLLIS Signature: [Signature] Date: 24/02/2025 I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 24/02/2030 (Date) Give reason for recommendation: As required by Guidance Note 3, section 3.7 and table 3.2. 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 (capital(s)) on behalf of the contractor identified in PART 1: STEPHEN TIMBRELL Signature: [Signature] Date: 06/03/2025			

This report is based on the model forms shown in Appendix 6 of BS 7671: 2018 (as amended)
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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 8

Original (to be prepared on ordering the work)

- 5) Resident electrical meter is in a service cupboard on the ground floor next to flat 2. There are a few items stored within this cupboard, on investigation it seems the items are tiling compound and ceramic floor tiles which do not pose a fire risk, it is advised that this cupboard be kept clear of any future items.



- 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This contract is managed by the in-house Gas team. Gas supply to these premises is external.



Section 15

Waste Control

- 1) Sandwell Cleaning services are not employed at this block
- 2) **Refuse bins are stored in a designated area adjacent to a brick wall at the rear of the block within the courtyard. However, several bins are positioned too close to residential UPVC window units. It is recommended that the bins be relocated further away from the building envelope.**



- 3) Sandwell Caretaking teams are not employed at the block.
- 4) Sandwell Council '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 – 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) There is no current evidence of arson.
- 2) The perimeter of the premises is well illuminated with the installation of external lighting. Rear external lighting is installed on 18-20 Springfield Lane.



Front and rear external lighting.

- 3) There have been no reported fire incidents at 2 -4 Royal Oak Road 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) No Flammable liquids stored on site by Caretakers / cleaners.
 - 4) There are no flammable liquids or gas cylinders stored on site.
-

Section 19

Additional Control Measures. Fire Risk Assessment - Action Plan

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:

2 - 4 Royal Oak Road

Date of Action Plan:

28th January 2026

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/5	Contact residents to reduce the excessive number of plastic air fresheners from the communal stair by discarding of those which have expired.		P2	1 -3 Months Housing manager	

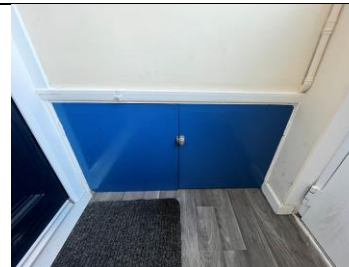
Fire Risk Assessment

15/2	Inform residents to refrain from storing refuse bins against the building in proximity of windows. Refuse bins to be stored at a safe distance across the yard (where possible 6 metres).		P2	1 -3 Months Housing Manager	
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Observations

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



Upgrade service cupboard doors containing electrical installation to 44mm FD30s lockable doors with mandatory signage.



Electrical cupboard on the ground floor hallway has some items stored within it, they are seen as not combustibile, but it is advised that this be kept free of any future items.



Signed

	Fire Risk Assessor	Date: 28 th January 2026
	Building Safety Manager	Date: 28 th January 2026

Appendix 1

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

Name of property: 2 – 4 Royal Oak Road

Updated:

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).		



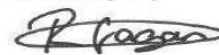
Report No.: J410701
 Nature of Work: Management Survey
 Issue Date: 24/02/2025
 Client Name: Sandwell MBC (formerly Homes)
 Building Services, Direct 2 Trading Estate, Roway Lane,
 Oldbury, West Midlands, B69 3ES
 UPRN: BL42000RO08 1
 Site Address: 2-4 Royal Oak Road, Rowley Regis, B65 8NX



Order Placed By: Dean Harding
 Site Contact: Communal
 Date(s) of Work: 08/02/2025
 Technical Manager: D Ely CCP (Asbestos)
 Assistant Surveyor(s): Not Applicable
 Lead Surveyor:


 Luke Fagan
 Asbestos Consultant & Project Manager

Authorised Signatory:


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

Non-accredited activities are present within this report.

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