

# Fire Risk Assessment

**49 – 51 Hawfield Road**



**Hawfield Rd, Tividale, Oldbury, B69 1LD**

**Date Completed: 5<sup>th</sup> February 2026**

**Officer: M Zafeer Fire Risk Assessor**

**Checked By: J Blewitt Team Lead Fire Safety**

**Current Risk Rating = Tolerable**

### Subsequent reviews

<u>Review date</u>	<u>Officer</u>	<u>Comments</u>
23/02/2026	M. Zafeer	Meeting held on the 23/02/2026 with electrical and gas safety team concluded that the gas service cupboards would be surveyed for the addition of ventilation being added to the outside of the building

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## Section

# 0

## Introduction

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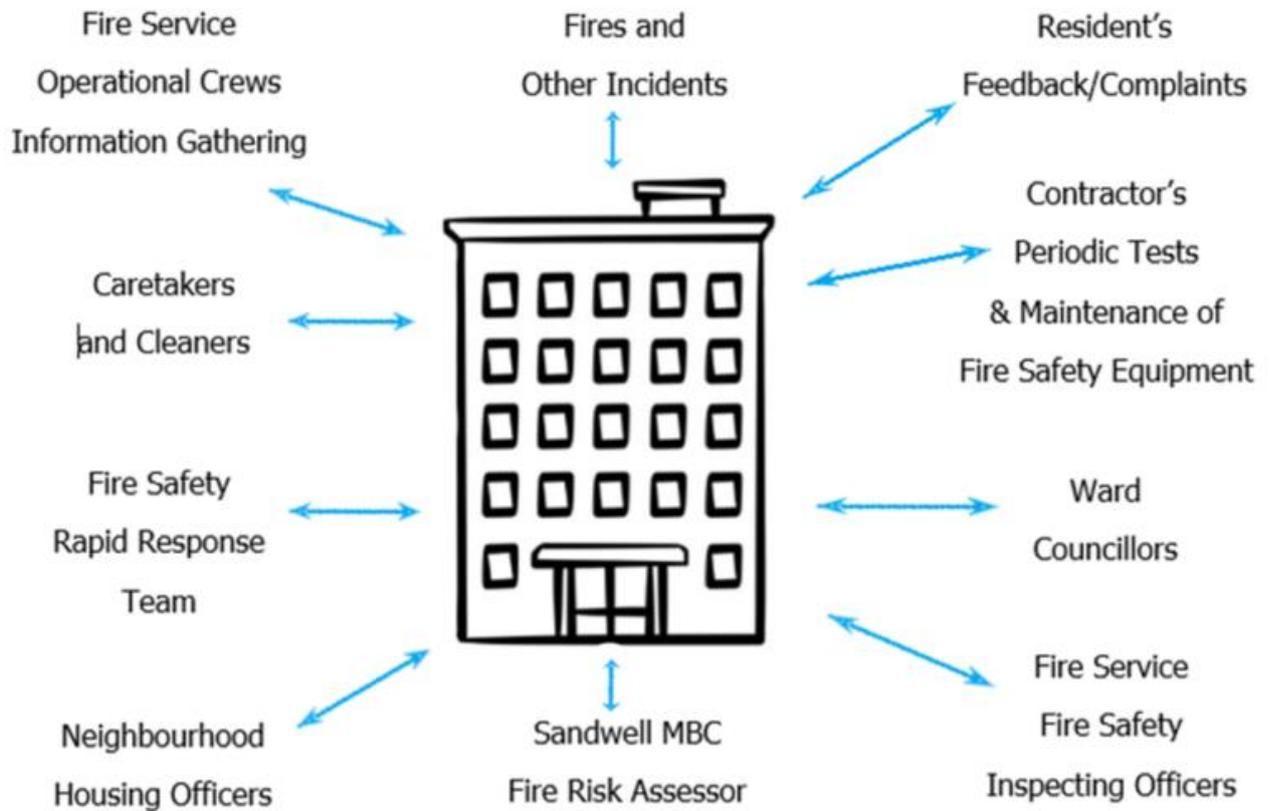
The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order”*.

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

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

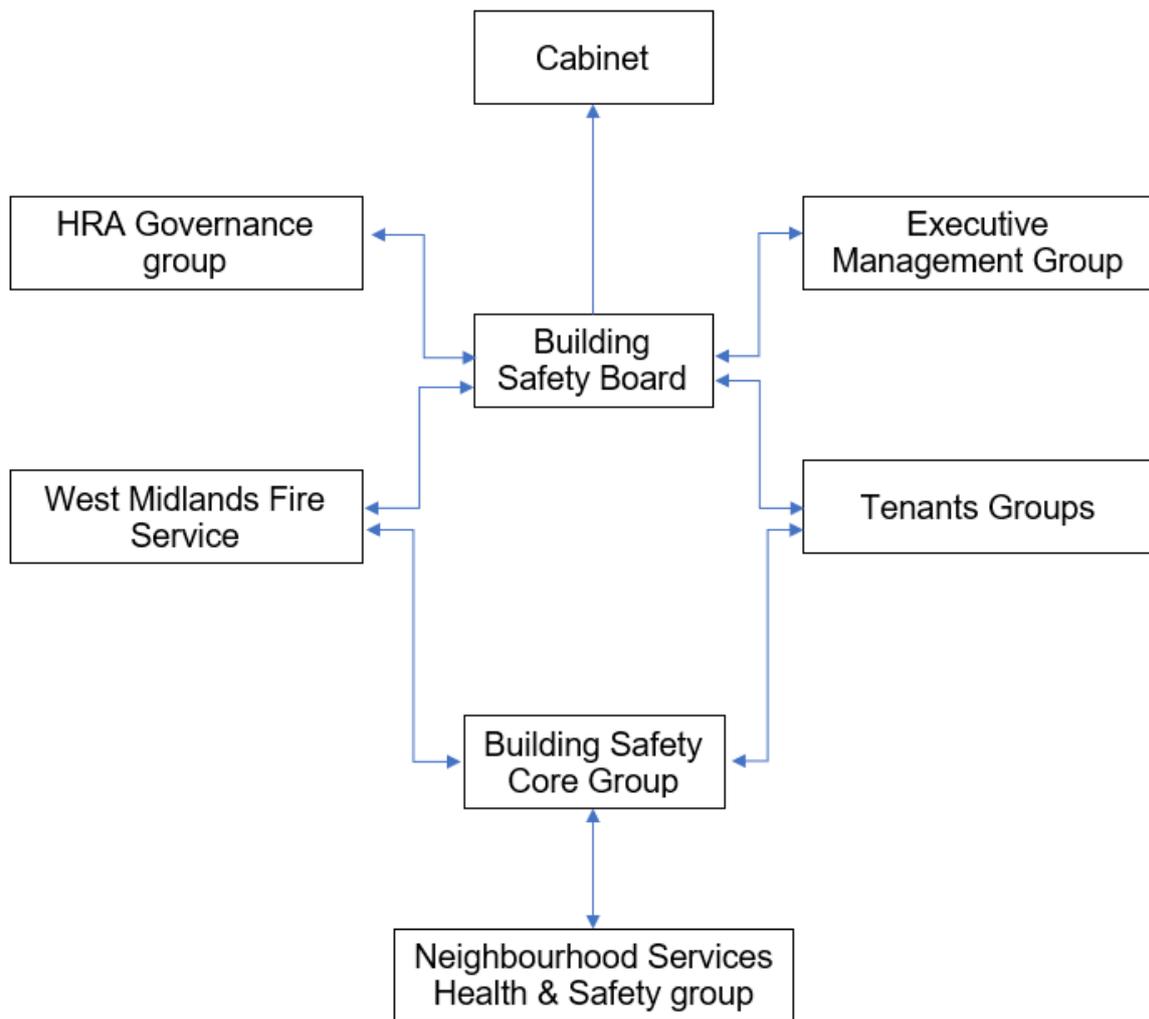
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.

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

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



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

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**Section**

**1**

**Significant findings**

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

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

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

**Significant findings**

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

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

Section number	Section Area	Individual Risk Level
<a href="#">Section 6</a>	<p><b>External Envelope</b></p> <p>Traditional brick-built 2 story block with each floor accommodating a single flat.</p> <p>Front entrance doors are of timber construction with additional timber framed side panel with Spandrel panelling</p> <p>UPVC window units installed with UPVC fascia and under boards to the roof line. Roof is of a pitched construction</p>	<p>Trivial</p>

<a href="#">Section 7</a>	<p><b>Means of Escape from Fire</b></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>Electrical meters and switching in entrance hallway located in means of escape.</p> <p>Final exit doors are equipped with failsafe systems to allow safe and uninterrupted means of escape.</p> <p>Gas service cupboard located in means of escape.</p> <p>Timber gate installed on egress pathway to ultimate safety.</p>	Trivial
<a href="#">Section 8</a>	<p><b>Fire Detection and Alarm Systems</b></p> <p>Individual flats are fitted with hardwired smoke detection to an LD3 standard minimum.</p> <p>Access gained to flat 49 sample for detection in this block.</p>	Trivial
<a href="#">Section 9</a>	<p><b>Emergency Lighting</b></p> <p>There is no emergency lighting installed at the block</p>	Trivial

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<p><a href="#">Section 10</a></p>	<p><b>Compartmentation</b></p> <p>The block has sufficient compartmentation between dwellings.</p> <p>Cyclical programme in place to ensure fire stopping has not been compromised.</p> <p>No Access was possible to check the roof void for sufficient fire stopping and compartmentation.</p> <ul style="list-style-type: none"><li>• Email sent to Gas Safety Team on 03/02/2026 of possible relocation of meters to the external façade of the building.</li><li>• Gas service cupboard requires external ventilation to mitigate any gas leak from within.</li><li>• Gas Service Cupboard requires a bolt to ensure that it is securely shut.</li><li>• Gas service cupboard in entrance hallway at present does not have compartmentation provisions in place to mitigate any risk from gas services. <i>Recommended to be upgraded to 44mm FD30s in any future refurb of the block</i></li><li>• Flat 49, self-closing device and security latch need adjusting to allow auto closure of door.</li><li>• Flat 49 cold smoke seal frayed around door frame.</li><li>• Transom glazing and glazing within the door insert on flat 49 door set does not carry the identification for fire rated glass. <i>Noted in observations</i></li></ul>	<p>Tolerable</p>
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	<ul style="list-style-type: none"> <li>Glazing within front entrance door to flat 51 does not identify as to being fire rated glazing</li> </ul>	
<a href="#">Section 11</a>	<p><b>Fire Fighting Equipment</b></p> <p>The premises have no provision for firefighting equipment.</p>	Trivial
<a href="#">Section 12</a>	<p><b>Fire Signage</b></p> <p>No fire signage present on the block due to simple layout.</p> <p>Gas service cupboard in entrance hallway will require appropriate signage once upgraded.</p>	Trivial
<a href="#">Section 13</a>	<p><b>Employee Training</b></p> <p>All staff receive basic fire safety awareness training.</p>	Trivial
<a href="#">Section 14</a>	<p><b>Sources of Ignition</b></p> <p>Satisfactory EICR conducted on 09/09/2025</p> <p>Resident electrical meters are located near the front entrance above flat 49.</p> <ul style="list-style-type: none"> <li>Electrical meters and switching are not within a protective enclosure in the communal entrance. To be recommended to be enclosed in a fire rated enclosure on any future renovation to the block. <i>Noted in observations</i></li> <li>Gromet missing of electrical distribution board on the installation within the communal area</li> </ul>	Tolerable

<a href="#">Section 15</a>	<p><b>Waste Control</b></p> <p>There is caretaking and cleaning services schedule at the block.</p> <p>Refuse bins stored in a dedicated area located outside on the front and the rear of the block.</p>	Trivial
<a href="#">Section 16</a>	<p><b>Control and Supervision of Contractors and Visitors</b></p> <p>Contractors are controlled centrally, and hot works permits are required where necessary.</p>	Trivial
<a href="#">Section 17</a>	<p><b>Arson Prevention</b></p> <p>There is security lighting installed to the front and rear of the block.</p> <p>No evidence of arson. No previous reports of arson at the block.</p>	Trivial
<a href="#">Section 18</a>	<p><b>Storage Arrangements</b></p> <p>There are no external or internal storage cupboards provided for residents.</p>	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:

**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).

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**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

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## Comments

After carrying out a Type 1 **non-intrusive** fire risk assessment on  
49 -51 Hawfield Road  
Tividale  
Oldbury  
B69 1LD

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 failsafe system which will allow the door to automatically switch to open in an event of an emergency. The fire strategy for the block is a 'Stay Put Unless'.

Access was gained to Flat 49 to assess the operation of the self-closing device and the condition of the fire and smoke seals to the flat entrance door.

Upon testing, the self-closing device did not enable the door to fully close into the frame. The security latch engages prematurely, preventing the door from achieving full and effective self-closure.

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.

As an interim control measure, Promax Supalux fire-resistant board should be installed to the internal leaf of the gas service cupboard doors which are in the communal space within the block to improve the fire resistance until full remedial works can be completed

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

Risk level	Action and timescale
<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. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
<b>Substantial</b>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
<b>Intolerable</b>	Premises (or relevant area) should not be occupied until the risk is reduced.

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

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## Section

# 2

## People at Significant Risk of Fire

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

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

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

Residents are responsible for letting us know whether they might need a Personal Emergency Evacuation Plan (PEEP). The Resident Engagement Officers (Fire Safety) will conduct an assessment visit upon request. Any risk-reduction measures that are found where a PEEP is necessary and completed will be documented and taken quickly. With the consent of the resident, we will make a referral for West Midlands Fire Service to conduct a Safe and Well visit.

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

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**Section**

**3**

**Contact Details**

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

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

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

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

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

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

## Section 4

# Description of Premises

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49 -51 Hawfield Road  
Tividale  
Oldbury  
B69 1LD

### Description of the Property

This Type 1 **non-intrusive** fire risk assessment pertains to the residential block located at 49 -51 Hawfield Road. The property is a low-rise building constructed in 1964, 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 49-51 Hawfield Road is physically attached to an adjacent residential building, which is accessed separately via 2 - 4 School Road. Although conjoined, the neighbouring block is served by its own independent entrance and access arrangements and does not share internal common areas with 49 – 51 Hawfield Road. To the rear there is a courtyard which is shared with the neighbouring block.



The main entrance to the building is through a timber gate on the side elevation which leads to the entrance to the block.



Block access is via a means of door access control; residents use a key fob to access the building.



Access for fire services is via a drop latch key system which is located on the side elevation of the building next to the block entrance.



Nearest Fire station is Oldbury Fire Station, which is 1.5 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	1964

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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	Access via 1 <sup>st</sup> floor flat
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

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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.

The materials used within the external construction at 49 - 51 Hawfield 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 laminated fascia boards along the roofline and underside



Laminated boards on the underside & fascia

- 2)The front entrance door to the block is of timber construction, incorporating aluminium trim and glazed inserts. In addition, spandrel panelling is provided to sections of the door frame, including the area accommodating the door access system and the fire-fighters' override mechanism.



- 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

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- 1) Each flat is equipped with, as a minimum LD3 fire detection to facilitate means of escape and provide sufficient response time.
- 2) The small section of the entrance hallway floor is installed with clay tiles, there is small door mat at the entrance, the sizing and condition of the mat is acceptable. This area is kept clear of any obstruction and combustibles promote maintain safe exit in an event of fire.



- 3) 49 - 51 Hawfield 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 676 mm respectively, this is acceptable as the staircase serves a single flat. This staircase is kept clear to ensure a safe means of escape.



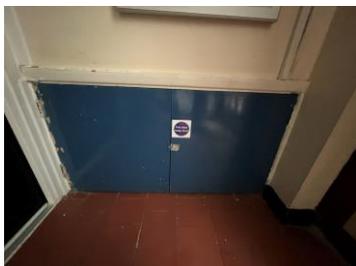
- 4) A UPVC window unit has been installed on the staircase landing which is openable without the use of key. This installation provides sufficient borrowed lighting and ventilation, while an incorporated Georgian wired glazing unit has been installed on the flat side to protect the means of escape and 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) Sufficient lighting installed over the staircase and over the small hallway by the final exit door.



- 6) The ground floor entrance houses a gas service cupboard near to the entrance of flat 49, this is secured by a push-button lock. *Action regarding the location of gas meter has been noted in section 10, Compartmentation.*



- 7) Residential electrical meters and associated switching equipment are installed on an open board without a suitable fire-resistant enclosure. The installation is positioned within a designated means of escape and immediately adjacent to the entrance of Flat 49, which may present a fire safety concern. *This has been noted in the section 14 Source of Ignition.*



- 9) The final exit door is installed with a push button system; this is made to fail safe in an emergency which aids easy and safe evacuation out of the building in an event of a fire.



- 10) Ultimate safety is ensured through access via a timber gate. The gate is intentionally left without a key lock mechanism, allowing for immediate, unobstructed egress.



- 11) 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.

## 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, 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 flat 49 to check for confirmation of detection.

Flat 49 – Detection in hallway, kitchen, living room – LD2

Flat 51 – No access gained.



- 5) SMBC's Job Manager system confirms detectors to LD2 standard were checked as part of the most recent annual gas service for both flats 49 -51

*For information*

*LD1 all rooms except wet rooms*

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

*LD3 Hallway only*

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## Section 9

# Emergency Lighting

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- 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.



**Section**  
**10**

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## Compartmentation

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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 walls and floors are designed and constructed to provide a minimum fire resistance rating of 1 hour in both the vertical and horizontal directions, particularly in areas surrounding stairwells, to ensure adequate fire compartmentation and life safety. 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 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.
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- 3) The residents' gas meters are located within a service cupboard on the ground floor, adjacent to the entrance to Flat 49. Recommended that the meters to be relocated outside or the present location made to vent externally. *A collective email regarding this and neighbouring blocks has been sent to the Gas Safety team on 03/02/2026 to liaise with Cadent regarding the relocation on 03/02/2026. See below for reply from Cadent.*



Good afternoon,

Thank you for your enquiry regarding any upcoming works to relocate the meters at the addresses you mentioned. I have checked our systems and can confirm that there are currently no planned works scheduled within the next 12 months to move the meters at this location.

Kind regards,

Chloe Stewart  
Customer Contact Advisor

**Cadent**  
Pilot Way, Ansty Park, Coventry, CV7 9JU

- 4) It is recommended that the service cupboard is upgraded to provide an appropriate level of fire resistance. The cupboard should be fitted with lockable fire-rated doors incorporating intumescent strips and smoke seals to help prevent the spread of fire and smoke

As no future works are planned with Cadent to relocate the gas meters, suitable permanent ventilation must be provided. This should include the installation of a ventilation brick or equivalent arrangement to ensure compliant airflow to the exterior of the property. *Noted in Observations*

**Future Works and Refurbishment Planning:** Following a meeting with the Contracts Manager, it has been agreed that this block will be added to the future refurbishment programme for ongoing review. This ensures that the issues identified are captured within planned works and that longer-term solutions—including potential meter relocation—can be implemented when opportunities arise.

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6) To ensure the gas service cupboard remains securely closed and continues to meet required fire safety standards, a suitable bolt lock should be installed.



7) Flat 49 has been fitted with a certified composite FD30S fire door assembly. Could not gain access to inspect flat entrance door to flat 51.



Flat 49



Flat 51

Block Name	Place-Re	Address	Front Door Type	Glazed / Not Glazed
Hawfield Road 49-51	BL22960HA51	49 Hawfield Road;Tividale;Oldbury;West Midlands;	Composite Certified FD30s	Glazed
Hawfield Road 49-51	BL22960HA51	51 Hawfield Road;Tividale;Oldbury;West Midlands;	Composite ( unknown)	Glazed
Hawfield Road 49-51	<b>BL22960HA51</b>	Hawfield Road 49-51;Hawfield Road;Tividale;Oldbury;West Midla	Intentionally Blank	

### 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.

- 8) **Access was gained to Flat 49 to assess the operation of the self-closing device and the condition of the fire and smoke seals to the flat entrance door.**

**Upon testing, the self-closing device did not enable the door to fully close into the frame. The security latch engages prematurely, preventing the door from achieving full and effective self-closure.**



- 9) **Flat 48, The cold smoke seals are frayed in certain areas of the frame, recommended to have complete seals inspected and damaged seals replaced.**



- 10) The transom glazing and glazing installed within the fire rated door in Flat 49 does not display any permanent marking or stamp to confirm that it is certified as fire-rated glazing. Instead, the only visible marking on the glass is ClearTherm laminated glass, Class 1 **EN 14449**, which relates to laminated safety glass in accordance with European standards. *This has been noted in observations.*
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- 11) The glazing within the fire rated flat entrance door to flat 51 does not display any permanent marking or stamp to confirm that it is certified as fire-rated glazing. Instead, the only visible marking on the glass is ClearTherm laminated glass, Class 1 **EN 14449**, which relates to laminated safety glass in accordance with European standards. *This has been noted in observations.*



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

**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) 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.



- 4) Gas service cupboard in entrance hallway will require appropriate signage once upgraded.



**Section**  
**13**

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## **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. 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, satisfactory EICR conducted on 09/09/2025

		This certificate is not valid if the serial number has been defaced or altered <b>40226875</b> <b>EICR18.3C</b>
<b>ELECTRICAL INSTALLATION CONDITION REPORT</b> Issued in accordance with BS 7671: 2018 (as amended) - Requirements for Electrical Installations		
<b>PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION</b>		
<b>DETAILS OF THE CONTRACTOR</b> Registration No: 004788004    Branch No: 004 Trading Title: Dodd Group (Midlands) Ltd Address: Unit 1 Rabone Park, Rabone Lane, Smethwick Postcode: B66 2NN    Tel No: 0121 565 6000	<b>DETAILS OF THE CLIENT</b> Contractor Reference Number (CRN): N/A Name: SMBC Electrical Address: Sandwell Homes, Operations & Development Centre, Roway Lane, Oldbury, West Midlands Postcode: B69 3ES    Tel No: N/A	<b>DETAILS OF THE INSTALLATION</b> Occupier: Communal area UPIN: BL2296DHA51 Address: 48-51 Hawfield Rd, Twidale, Oldbury, West Midlands Postcode: B69 1LG    Tel No: N/A
<b>PART 2 : PURPOSE OF THE REPORT</b>		
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: (09/09/2025)    Records available (BS11): (N/A)    Previous inspection report available (BS11): (N/A)    Previous report date: (N/A)		
<b>PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION</b>		
General condition of the installation (in terms of electrical safety): Installation is generally in good condition and complies with the current version of BS7671 with the exception of any items mentioned in observations and is safe for continued use, Low-Rise Communal, Crabtree Consumer Unit, No one Shot fitted, No emergency Lighting fitted		
Description of premises: Dwelling: (N/A)    Commercial: (N/A)    Industrial: (N/A)    Other (include brief description): N/A		
Estimated age of electrical installation: (90) years    Evidence of additions or alterations: (✓) if Yes, estimated age 5 (years)    Overall assessment of the installation for continued use: <b>Satisfactory/Unsatisfactory**</b>		
**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.		
<b>PART 4 : DECLARATION</b>		
<b>INSPECTION AND TESTING</b> 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) on behalf of the contractor identified in PART 1: STEVEN WESTLEY    Signature:  Date: 23/09/2025		
I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 09/09/2030 (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.		
<b>REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR</b> Name (capital) on behalf of the contractor identified in PART 1: CHRIS NAVEN    Signature:  Date: 26/09/2025		
This report is based on the model forms shown in Appendix 6 of BS 7671: 2018 (as amended)    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 11

Original (to be preserved ending the work)

- 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 internal. This cupboard is kept clear of any combustible items.

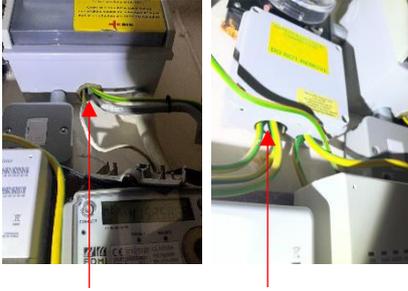


- 7) At present, appropriate control measures are in place to mitigate any potential risks associated with the exposed electrical switching located within the communal area of the block. However, electrical switching and metering installations will be required to be enclosed within a suitably fire-resisting enclosure in accordance with current fire safety standards as part of any future refurbishment works.

The design and installation of the enclosure must not impede access to Flat 49 or cause undue disruption to the resident. *Noted in Observations*



- 8) Electrical installation on the ground floor communal area has missing grommets to the communal distribution board and earth bonding unit. Requires assessment from electrical team to ensure that the installation is within electrical regulations.**



Missing grommets on installations

- 9) A secure metal electrical enclosure housing the door access control system has been installed in the communal entrance hallway. It is positioned at an acceptable height and does not impede safe evacuation.



## Section 15

## Waste Control

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- 1) Sandwell Cleaning services and caretaking teams are employed at this block; there is a scheduled plan in place for cleaning teams to attend site.



- 2) Refuse bins are located at both the front of the building



- 3) Sandwell Council '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

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- 1) There is no current evidence of arson.
- 2) The perimeter of the premises is well illuminated with the installation of external lighting.



Front and rear external lighting

- 3) There have been no reported fire incidents at 49 -51 Hawfield Road since the last FRA.
-

**Section**  
**18**

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

**Section**  
**19**

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## **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**

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# Fire Risk Assessment Action Plan



Name of Premises or Location:

49 - 51 Hawfield Road

Date of Action Plan:

20 February 2026

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
10/6	Install bolt to gas service cupboard located in communal entrance hallway		P2	1 -3 Months Fire Rapid Response	

## Fire Risk Assessment

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10/8	Adjust self-closing device and security latches to flat 49		P2	1 -3 Months Fire Rapid Response	
10/9	Replace damaged cold smoke seals on flat entrance door to flat 49		P2	1 -3 Months Fire Rapid Response	
14/8	Install missing Gromet to communal distribution board on the electrical installation		P2	1 -3 Months Electrical Team	



### 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).

The residents' gas meter is located within a service cupboard on the ground floor, adjacent to the entrance to Flat 49. Recommended that the meters to be relocated externally or the present location made to vent externally. *A collective email regarding this and neighbouring blocks has been sent to the Gas Safety team on 03/02/2026*

- *Meeting held on the 23/02/2026 with electrical and gas safety team concluded that the gas service cupboards would be surveyed for the addition of ventilation being added to the outside of the building*



At present, appropriate control measures are in place to mitigate any potential risks associated with the exposed electrical switching located within the communal area of the block. However, electrical switching and metering installations will be required to be enclosed within a suitably fire-resisting enclosure in accordance with current fire safety standards as part of any future refurbishment works.

The design and installation of the enclosure must not impede access to Flat 49 or cause undue disruption to the resident.



<p>The transom glazing installed in Flat 49 does not display any permanent marking or stamp to confirm that it is certified as fire-rated glazing. Instead, the only visible marking on the glass is <b>EN 14449</b>, which relates to laminated safety glass in accordance with European standards.</p> <p><b>EN 14449</b> certification indicates that the glazing is classified as laminated safety glass designed to reduce the risk of injury upon breakage. However, this marking does not confirm that the glass has been tested or approved for fire-resistance performance</p>	
<p>The glazing within the fire rated flat entrance door to flat 51 does not display any permanent marking or stamp to confirm that it is certified as fire-rated glazing. Instead, the only visible marking on the glass is <b>EN 14449</b>, which relates to laminated safety glass in accordance with European standards.</p>	

**Signed**

	Fire Risk Assessor	Date: 20/02/2026
	Building Safety Manager	Date: 20/02/2026

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

Name of property: 49 - 51 Hawfield Road

Updated:

Premise Manager: Prabha Patel

Tel. No.: 0121 569 2975

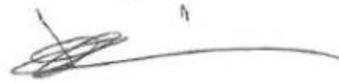
Hazard	Location	Information/Comments
An asbestos survey has been undertaken and is held by S.M.B.C. Investment Division <a href="tel:01215695077">Tel:- 0121 569 5077</a> ).		



**Report No.:** J412743  
**Nature of Work:** Management Survey  
**Issue Date:** 15/05/2025  
**Client Name:** Sandwell MBC (formerly Homes)  
Building Services, Direct 2 Trading Estate, Roway Lane,  
Oldbury, West Midlands, B69 3ES  
**UPRN:** BL22960HA51 1  
**Site Address:** Hawfield Road 49-51, Oldbury, B69 1LG



**Order Placed By:** Dean Harding  
**Site Contact:** Communal  
**Date(s) of Work:** 30/04/2025  
**Technical Manager:** D Ely CCP (Asbestos)  
**Assistant Surveyor(s):** Not Applicable  
**Lead Surveyor:**

  
Jack Baldwin  
Asbestos Surveyor

**Authorised Signatory:**  
  
Louise Farmer  
Technical Review Officer and Asbestos Consultant  
15/05/2025

Non-accredited activities are present within this report.

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