Fire Risk Assessment

2-4
Hawfield Close,
Tividale,
B69 1LD

Date Completed: 17/02/2026

Review Period: 3 years.

Officer: S. Henley **Fire Risk Assessor**

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

Current Risk Rating = Tolerable

Sandwell Metropolitan Borough Council

Subsequent reviews

Review date	Officer	Comments

Contents

Section 0

Introduction

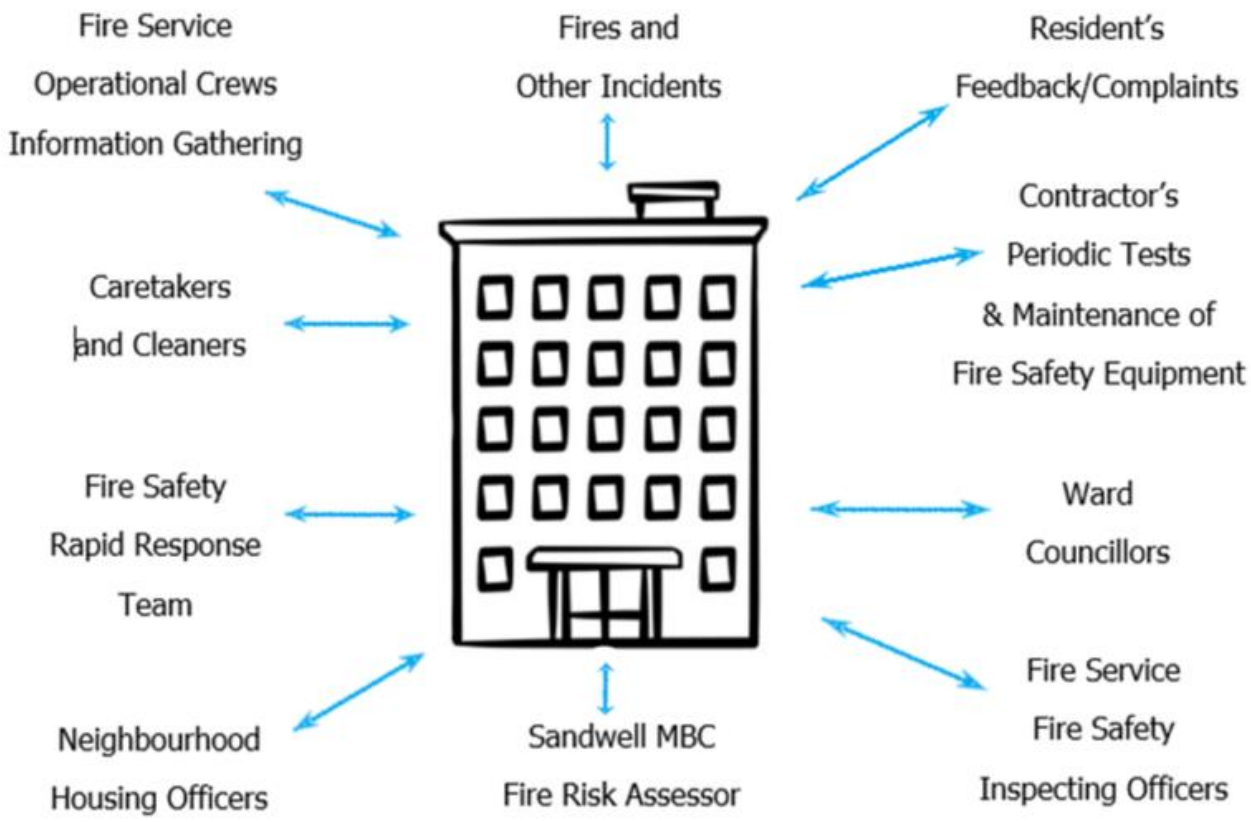
The Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O) places a legal duty on landlords to complete a fire risk assessment (FRA).

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

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

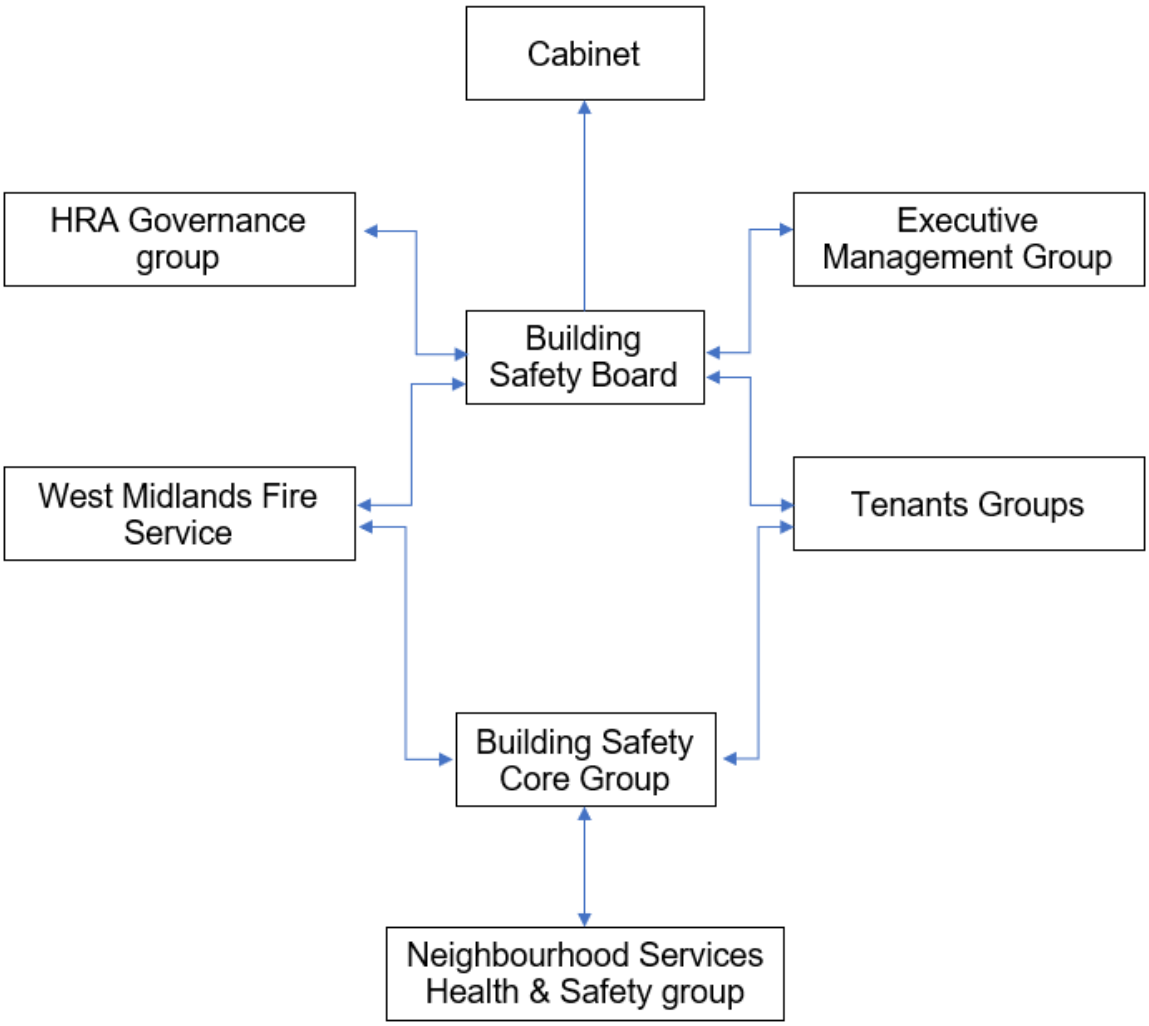
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment.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

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



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

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



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

Section 1 Significant findings

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

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	**External Envelope** The building is predominantly brick cavity construction with uPVC doubled glazed units to the flats. Around the roof line timber facia boards are fitted with asbestos cement undercloaking soffit boards. Concrete interlocking roof tiles are fitted on the roof. The front entrance is uPVC unit, comprising of a door and side panel, both with glazing	Trivial

Section 7	**Means of Escape from Fire** There is a single staircase in the block offering adequate means of escape for flat 4. Communal hallway floors and stairway are concrete construction. A sample of properties were visited at the time of the fire risk assessment. Door deficiencies are listed under section 7/6 Some compartmentation deficiencies require rectification that come on to the escape route, see section 10/6	Tolerable
Section 8	**Fire Detection and Alarm Systems** Each flat is equipped with a fire detection system that meets at least the LD3 standard. No detection in communal areas.	Trivial
Section 9	**Emergency Lighting** No emergency lighting is provided within the block. Lighting can be obtained from standard lights, the landing window also the entrance door.	Trivial
Section 10	**Compartmentation** The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. Flat doors are a minimum FD30 offering a minimum of 30 minutes fire resistance. Gas service cupboard is recommended for upgrading in future refurbishments with a new door and frame.	Tolerable

Section 11	**Fire Fighting Equipment** The premises have no provision for firefighting equipment.	Trivial
Section 12	**Fire Signage** There is sufficient Fire door keep shut signs & No Smoking signage in place. Signage required on the gas cupboard.	Trivial
Section 13	**Employee Training** All staff receive basic fire safety awareness training.	Trivial
Section 14	**Sources of Ignition** The fixed electrical installation should be tested every 5 years. Last EICR was carried out on the 26/09/2025. Electrical board open and accessible within the communal area on the ground floor Recommendation: Remove gas meters from the communal area, this is to be carried out by Cadent. Ventilation to be added to the cupboard	Trivial
Section 15	**Waste Control** Bins are to be relocated away from the building,	Trivial
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** The entrance/exit door is accessible by a resident only key. There are security/safety lights fitted to externally around the building.	Trivial
Section 18	**Storage Arrangements** There is a storage cupboard externally, accessible with the use of a resident key. Residents should not store fuel or LPG Cylinders in their home or storage facilities.	Trivial

Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

Low Unusually low likelihood of fire because of negligible potential sources of ignition.

Medium Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Considering the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

Slight harm	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
Moderate harm	Outbreak of fire could foreseeably result in injury including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
Extreme harm	Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

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

A Type 1 Fire Risk Assessment of the premises at 2-4 Hawfield Close has been carried out. The assessment included a thorough inspection of the site's layout, identification of potential fire hazards, and evaluation of existing fire safety measures. The findings and recommendations have been documented.

Based on the assessment, the likelihood of a fire is deemed medium prior to the implementation of the action plan, due to the identified normal fire hazards. Considering the use of the premises and the occupants within the block, the potential consequences for life safety in the event of a fire would be slight harm. This is because the flats are fitted with a minimum FD30 doors, smoke/heat detection systems installed to a minimum of LD3 in all flats, one final exit door, and a stay-put strategy unless a fire strategy is in place.

Access was 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.

Access was gained to flat 4, the flat door was in working order with all fire protection equipment in place i.e. self-closer, intumescent strips etc. The door was slightly bowed at the top side, this seemed no to compromise the fire safety furniture.

Properties assessed at the time of the Fire Risk Assessment require repairs to fully bring their entrance doors up to full fire safety compliance.

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

Once the recommended actions have been completed, the overall risk rating for the building will be reduced to trivial, subject to the implementation of the suggested measures outlined in this fire risk assessment.

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

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

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

Section 2 People at Significant Risk of Fire

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

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

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

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

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

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

Section 3 Contact Details

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

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

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

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

<table>
<tr><td colspan="3">Chief Executive
Shokat Lal</td></tr>
<tr><td colspan="3">Executive Director Asset Manager & Improvement
Alan Lunt</td></tr>
<tr><td colspan="3">Assistant Director Asset Manager & Improvement
Sarah Agar</td></tr>
<tr><td colspan="3">Fire Safety Manager
Tony Thompson</td></tr>
<tr><td colspan="3">Team Lead Fire Safety
Jason Blewitt</td></tr>
<tr><td colspan="3">Team Lead Building Safety
Anthony Smith</td></tr>
<tr><td colspan="3">Housing Office Manager
Prabha Patel</td></tr>
<tr><td>Building Safety Managers
Adrian Jones
Andrew Froggatt
Carl Hill
Louis Conway</td><td>Fire Risk Assessors
Mohammed Zafeer
Stuart Henley
Craig Hudson</td><td>Resident Engagement Officers – Fire Safety
Abdulmonim Khan
Ethan Somaiya
Hannah Russon</td></tr>
</table>

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

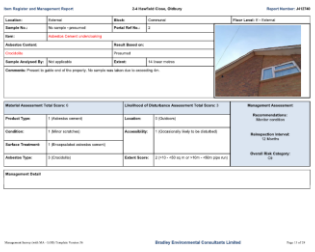
2-4
Hawfield Close
Tividale
B69 1LD


A Type 1 Fire Risk Assessment of the premises at 2-4 Hawfield Close has been carried out. The assessment included a thorough inspection of the site's layout, identification of potential fire hazards, and evaluation of existing fire safety measures. The findings and recommendations have been documented.

Based on the assessment, the likelihood of a fire is deemed medium prior to the implementation of the action plan, due to the identified normal fire hazards.

The low-rise, two-storey block (inclusive of the ground floor) was constructed in 1966 using traditional brick cavity and concrete construction. The roofs are pitched and finished with concrete interlocking tiles. Around the roof line uPVC facia boards are fitted with asbestos cement underclocking soffit boards.





The building is a semi-detached block adjoining 69-71 Hawfield Road. Access is gained via a secured side entrance. The entrance/exit door is timber construction with glass panelled inset. Access is gained with fob, flat call button and fire service drop key. Beyond the entrance, there is a ground-floor flat (No. 2) and a concrete staircase providing access to Flat 4.



At the side entrance door and within the rear courtyard there is a safety/security light installed.


At the rear of the premises the courtyard is shared with 69-71 Hawfield Road. Within the building at the rear there is a small storage cupboard which is kept locked with a residential key.

Bins are situated at the side of the property, and away from the building.

There is no access to the loft space from the communal area, so I cannot comment on any storage or compartmentation within this space at the time of the fire risk assessment.

The enforcing authority is West Midlands Fire Service.
The nearest fire station is Oldbury Fire Station,
located approximately 1.5 miles away.

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

- Types of fire risk assessments (FRAs) for multi-occupied buildings,
- Type 1 is a basic, non-destructive check of common areas;
- Type 2 involves destructive sampling of common areas for serious flaws;
- Type 3 extends Type 1 to include individual flats non-destructively; and
- Type 4 is the most comprehensive, combining Type 3 with destructive inspection of common areas and flats for deep structural assessment.

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

Persons at Risk

Residents / Occupants of 2 flats total,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

Building Plan

Section 6

External envelope

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

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

1) The external surface of the building is predominantly brick structure with uPVC facia and asbestos cement undercloaking soffits. The roof is pitched and fitted with concrete interlocking roof tiles on the roof.



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



Section 7

Means of Escape from Fire

1) Each property is fitted with a minimum of an LD3 detection system within the flat. See Section 8

2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.

3) Furthest distance to travel is from flat 4 to the final exit, this distance is approx. 4.78 metres (4780mm)

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

5) Two flats within the block, both doors are FD30 doors

6) Access was attempted to the properties as part of the risk assessment. This was to ensure the doors have not been tampered with by residents. Access was gained to the following

   a) Flat 4: Access gained, all fire safety furniture was in place at the time of the fire risk assessment. Door is slightly bowed at top corner but due to being upstairs and closes is low risk.

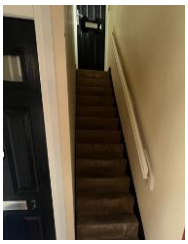
   b) Flat 2: No answer

7) Outside flat 2 entrance a door mat is present; the fire rating is not known of the door mat it is deemed to be low risk as in good condition.

8) Flat 4 has a window shared with the communal area. This is Georgian wired glazed to protect the escape route in times of fire.

9) Within this block the first floor is accessed via a single staircase that provides a means of escape for flat 4 and has a width of a minimum of 764mm between the handrails, and 864mm wall to wall.

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



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

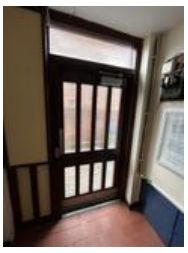
12) On the wall next to flat 2 the electrical fuse board is situated. See required recommendations under section 14/8

13) In the communal area on the ground floor outside flat 2 is situated the gas service cupboard see required actions under section 10/6

14) Gas meters: Gas meters are located outside flat 2 within the communal area of the block and are housed in small service cupboards that lack ventilation to the exterior. The cupboard doors are not fire-rated, are not fitted with appropriate lockable hardware to prevent unauthorised access, and do not display signage indicating the presence of gas installations (see Section 10/6), it is also recommended that an upgrade is carried out during future refurbishment works See Section 10.
"Fire Door – Keep Shut" also "Gas meter" signage should be affixed to the current door. Refer to Section 12 for the associated action.



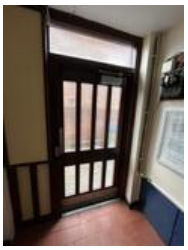
15) The final exit doors are fitted with a push button to egress the building and are also fitted with automatic closing devices that are checked on a regular basis by caretaking teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s). The final exit doors have door entry systems installed. 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) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.


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





18) Within the communal area on the ground floor next to the final exit the control unit is installed within a steel cupboard that operates the final exit door electronics.

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

Definitions Fire Doors.

Notional fire door – A fire door that is thought to have been installed at the time of construction. This door may not meet current building regulation requirements however is still acceptable if performing as originally intended.

Upgraded notional fire door – A notional fire door that has been upgraded. For example, with intumescent strips and cold smoke seals.

Nominal fire door – A fire door that may meet the standards specified within the building regulations but has not been awarded the official certification of doors manufactured and evaluated by an accredited, third-party testing unit and approved formally with the relevant certificates and documentation.

Certified fire door – A fire door and frame that have been approved and certified by the manufacturer. A competent person must install the door assembly.

Section 8

Fire Detection and Alarm Systems

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

   Unable to access all properties at the time of the Fire Risk Assessment, information was gained from SMBC Job Manager.

   - Flat 4 has LD2 installed.
   - Flat2: no access gained (LD1 listed on Job Manager)

   For information
   LD1 all rooms except wet rooms
   LD2 all-risk rooms e.g. Living Room, Kitchens and Hallway.
   LD3 Hallway only

2) There is no effective means for detecting an outbreak of fire to communal areas. The reason for this is:

   I. Such systems may get vandalised.
   II. False alarms would occur.
   III. A Stay Put – Unless policy is in place

Section 9

Emergency Lighting

1) The premise is not fitted with emergency lighting

2) There is standard lighting within the communal area also a landing window and final exit door to assist in lighting the communal areas from outside



Section 10 Compartmentation

This section should be read in conjunction with Section 4

1) A visual inspection of the accessible areas was undertaken as part of the assessment, but areas with restricted access, i.e., false ceilings and void areas, were only inspected where readily accessible. The inspection did not reveal any breaches in compartmentation.

   The survey undertaken as part of this risk assessment should not be construed as a full compartmentation survey of the building.

2) The building is designed to provide as a minimum 1-hour vertical and horizontal fire resistance, except at entrance to flats which is a minimum of 30-minute fire door.

3) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put -Unless policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them or if they are advised to evacuate by the emergency services.

4) The existing fire-stopping measures are fit for purpose, and a cyclical programme is in place to ensure that the fire-stopping has not been compromised by third parties and to make enhancements where necessary.

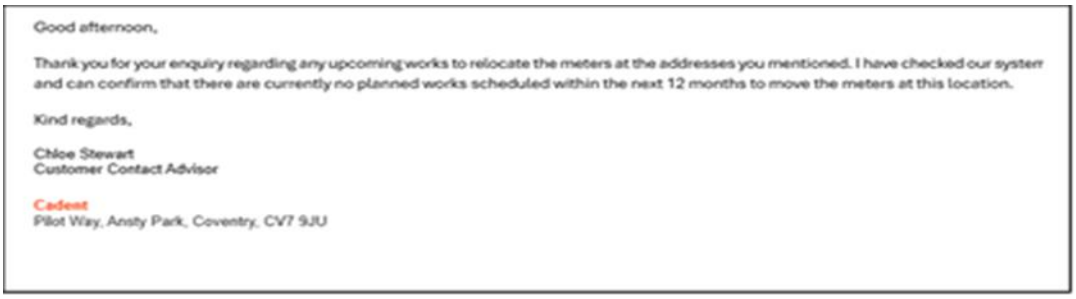
5) A variety of methods / materials have been used to achieve fire-stopping such as intumescent mastic around penetrations.

6) Gas service cupboard located outside Flat 2: Gas meters should be relocated to an external position to remove the hazard from the communal escape route. SMBC Gas team have contacted Cadent to explore this option 19/01/2026; however, Cadent have confirmed that they have no planned works to relocate the meters within the next 12 months. As such, interim measures are required, including:

- Installing suitable external ventilation to the meter cupboards.
- Upgrading the cupboard doors to fire-resistant construction.
- Fitting appropriate lockable door furniture.
- Adding compliant gas-meter identification signage.

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.

There is currently no fire safety signage on the service cupboard door. Appropriate signage should be installed to clearly identify the cupboard and warn of the presence of service equipment. Refer to Section 12 for the associated actions. *Email sent to the caretaker 19/01/2026*



Good afternoon,

Thank you for your enquiry regarding any upcoming works to relocate the meters at the addresses you mentioned. I have checked our system 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

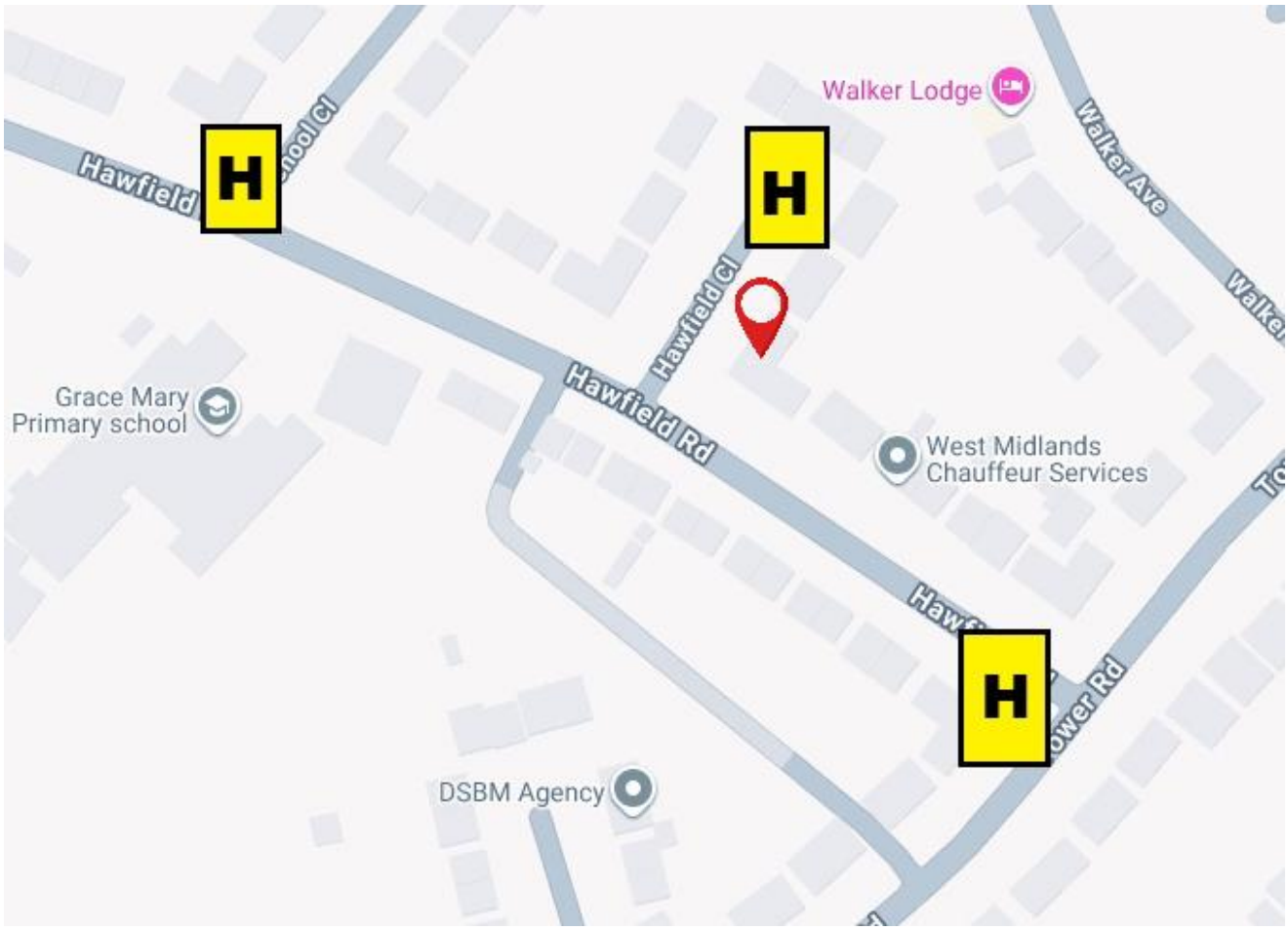
a) **To ensure the gas service cupboard can be reliably secured and maintain appropriate fire safety standards, a suitable sliding bolt latch or key-operated lock should be installed to assist in keeping the doors fully closed and preventing any compromise to the cupboard's fire-protective function**

7) Flat entrances are fitted with notional and composite door sets. *See section 7/2*

Section 11 Fire Fighting Equipment

1) There is no firefighting equipment on this premises.

2) Nearest fire hydrant is indicated within the attached plan. Information from https://dataservices.riscauthority.co.uk/map/index



Section 12 Fire Signage

1) The service cupboard outside flat 2 requires “Fire Door Keep shut” signage being fit. This to be changed after the cupboard has been upgraded with a lock to ‘Fire Door Keep Locked’ *Email sent 19/01/2026 to caretaker to install signage*

a) Display signage on the gas service cupboard saying "Gas Cupboard - Do Not Use for Storage - Keep Clear" or “Gas Meter Cupboard” BS EN ISO 7010. Signage is being ordered as per conversation with line manager 20/02/2026

b) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. Signage is installed to notify residents and visitors of this.

2) Directional signage is not displayed throughout the building. Its absence is considered acceptable, as the building layout is straightforward and does not necessitate such signage.

Section 13

Employee & Resident Training/Provision of Information

1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke ‘Fire Safety in High / Low Rise Flatted Accommodation’ Video.

2) All employees are encouraged to complete ‘In the line of fire’ training on an annual basis.

3) Caretaking teams are not currently trained in the effective use of fire extinguishers.

4) Fire safety has been provided as part of tenancy pack.

5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.

Section 14

Sources of Ignition

1) Smoking is prohibited on entrance and within any communal parts of the building in line with Smoke Free England legislation.

2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.

3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager.

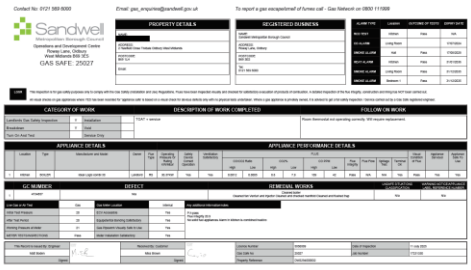
4) The fixed electrical installation shall be tested every 5 years. The date of the last EICR was 26/09/2025. The EICR provided within the risk assessment references the address of the adjoining property (69-71 Hawfield Road). This is due to the electrical intake and main service head for the assessed premises being located within that neighbouring dwelling, where the supply originates and where the statutory testing must therefore be undertaken. The electrical inspector has noted this arrangement to ensure that future EICRs accurately document both the supply address and the address of the premises being assessed. This dual-address notation will provide clarity regarding the point of origin of the electrical installation, the extent of the inspection, and the supply configuration, thereby reducing the potential for misinterpretation in subsequent compliance reviews.

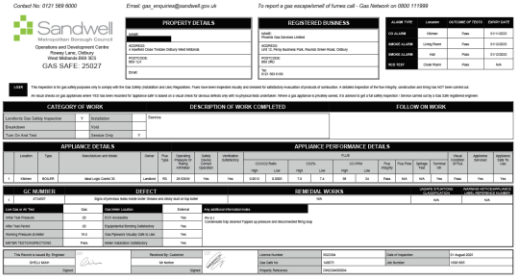
Dodd Group

ELECTRICAL INSTALLATION CONDITION REPORT

5) Portable heaters are not allowed in any common parts of the premises.

6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.





7) The presence of gas meters within the communal escape route introduces a potential source of ignition due to the increased fire loading associated with gas infrastructure. Although the primary concern relates to gas accumulation and interference, the lack of external ventilation, non-fire-rated cupboard construction, and absence of appropriate protective measures heightens the risk that an electrical fault, accidental damage, or deliberate tampering could act as an ignition source in the event of a gas leak.

   The historic nature of the installation—dating back to the building's original 1960s construction—means that the current arrangement does not reflect modern safety expectations under the Gas Safety (Installation and Use) Regulations 1998 or contemporary fire-safety standards. These regulations require gas installations to be adequately ventilated, protected, and positioned so that they do not compromise the means of escape or increase ignition risk within communal areas.

   As Cadent have confirmed that no relocation works are planned in the short term, suitable permanent ventilation must be installed to reduce the likelihood of gas build-up and therefore minimise the potential for ignition. This should include the installation of a ventilation brick or equivalent arrangement to ensure compliant airflow to the exterior of the property.

   An email was sent to the Gas Compliance Manager on 19/01/2026 requesting that a job be raised with Cadent to progress this work, and the recommendation has been recorded under observations. Relevant legal and technical guidance supporting this recommendation can be found within the Gas Safety (Installation and Use) Regulations 1998

a) 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. This has been added to recommendations to be undertaken at a future refurb date.

Good afternoon,

Thank you for your enquiry regarding any upcoming works to relocate the meters at the addresses you mentioned. I have checked our system 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

8) The blocks service cupboards are located on the ground floor. Service cupboard should be free from any combustibles.

9) Electrical switching apparatus and resident metering equipment are currently mounted on an exposed distribution board within the communal hallway adjacent to Flat 1. The consumer unit and associated equipment are not enclosed within any fire-resisting cabinet, leaving live electrical components accessible to residents and visitors. This creates a foreseeable source of ignition due to the potential for accidental contact, deliberate interference, or electrical fault, any of which could result in arcing, overheating, or fire.

The lack of containment also increases the likelihood that an electrical fault could allow flames or hot gases to spread directly into the communal escape route, compromising evacuation. This risk is heightened by the historic nature of the installation. The electrical infrastructure appears to date back to the building's original 1960s construction, when open distribution boards and minimal protective housings were common practice. Such arrangements no longer meet modern expectations under BS 7671 (IET Wiring Regulations), which require electrical equipment accessible to the public to be suitably enclosed, protected against unauthorised access, and constructed of non-combustible materials or housed within fire-resistant enclosures.

Contemporary fire-safety legislation, including the Fire Safety Act 2021 and the Fire Safety (England) Regulations 2022, reinforces the requirement for electrical installations within communal escape routes to be designed and maintained so that they do not increase ignition risk or compromise the integrity of the means of escape.

To mitigate the identified ignition hazard, the installation should be enclosed within a suitable, lockable, fire-resisting cabinet that provides both physical protection and fire containment. This will reduce the risk of tampering, prevent accidental contact, and limit the potential for fire spread from an electrical fault.

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 incorporated into planned works and that longer-term compliance upgrades can be delivered when opportunities arise. Meeting held on the 13/02/2026 concluded that the service cupboards would be surveyed for the addition of ventilation being added to the outside of the building.

Section 15

Waste Control

1) There is a regular Cleaning Service to the premises.

2) The refuse bins for 2-4 Hawfield Close are stored at the side of the premises. These are emptied with the regular waste collections.

3) ‘Out of Hours’ service is in place to remove bulk items.

Section 16

Control and Supervision of Contractors and Visitors

1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.

2) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.

3) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the local housing office. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.

4) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -

    a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
    - Health and Safety.
    - Site Security.
    - Safety of working and impact on children/school business.
    - Fire risk, if any.
    - Site Emergency Plan.

    b) Monthly Site Meetings – in order to monitor, review and share any new information including any new risks.

    c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.

    d) Final Contractor review on completion of works undertaken

Section 17

Arson Prevention

1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.

2) Access to the premises is by means of a key, fob that only residents or using a fire fighters drop key.

3) Perimeter is covered by external lighting

4) There is no current evidence of arson.

5) There have been no reported fire incidents since the last FRA.

Section 18

Storage Arrangements

1) Residents instructed not to bring L.P.G cylinders into block.

2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”

3) Residents should not store flammable liquids or gas cylinders on site.

4) No Flammable liquids stored on site by Caretakers / Cleaners.

5) There is one storage cupboard in the rear courtyard, which is built within the building and is locked by a tenant only key.

Section 19

Additional Control Measures. Fire Risk Assessment - Action Plan

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: Hawfield Close 2-4

Date of Action Plan: 20/02/2026

Review Date: 17/02/2026

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
10/6a	**Gas Service Cupboard OS flat 2**: Fit a suitable sliding bolt latch to the external side of the door to assist in keeping the doors secure		P3	Within 3-6 months Fire rapid response	

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).

- **Gas Service Cupboard:** The gas meters located within the communal service cupboard lack external ventilation and appropriate fire-resisting protection. While interim measures have reduced immediate risk, the arrangement should be reviewed during future improvement programmes to ensure full compliance with modern gas-safety and fire-safety standards. See section 14/7

- **Gas Service Cupboard:** Display signage on the gas service cupboard saying "Gas Cupboard - Do Not Use for Storage - Keep Clear" or “Gas Meter Cupboard”

- **Electrical Consumer Unit**: The electrical consumer unit and associated metering equipment remain exposed within the communal hallway, without a fire-resistant enclosure. Although current controls mitigate immediate hazards, the installation should be considered for enclosure within a compliant fire-rated cabinet as part of future refurbishment works.

Signed

	Fire Risk Assessor	Date: 20/02/2026
	Team Lead Fire Safety	Date: 20/02/2026

Appendix 1

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

Name of property: 2-4 Hawfield Close

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).		

bradley ENVIRONMENTAL

Report No.:	J412740
Nature of Work:	Management Survey
Issue Date:	25/03/2025
Client Name:	Sandwell MBC (formerly Homes) Building Services, Direct 2 Trading Estate, Roway Lane, Oldbury, West Midlands, B69 3ES
UPRN:	BL22940HA41 1
Site Address:	2-4 Hawfield Close, Oldbury, B69 1LH

Order Placed By:	Dean Harding
Site Contact:	Communal
Date(s) of Work:	08/03/2025
Technical Manager:	D Ely CCP (Asbestos)
Assistant Surveyor(s):	Not Applicable

Lead Surveyor:

Anton Rickards
Asbestos Surveyor

Authorised Signatory:

G Griffith
Asbestos Consultant
25/03/2025

Non-accredited activities are present within this report.

Head Office:
20 Stourbridge Road,
Halesowen, West Midlands
B63 3US
Tel: 0121 550 0224
Email: sales@bradley-enviro.co.uk

UKAS INSPECTION 291 UKAS TESTING 1155 UKATA PROFESSIONAL MEMBER atac

Location:	External	**Block:**	Communal	**Floor Level:** E - External
Sample No.:	No sample - presumed	**Portal Ref No.:**	2	
Item:	Asbestos Cement undercloaking			
Asbestos Content:		**Result Based on:**		
Crocidolite		Presumed		
Sample Analysed By:	Not applicable	**Extent:**	14 linear metres	
Comments: Present to gable end of the property. No sample was taken due to exceeding 4m.				

Material Assessment Total Score: 6		**Likelihood of Disturbance Assessment Total Score:** 3		**Management Assessment**
Product Type:	1 (Asbestos cement)	**Location:**	0 (Outdoors)	**Recommendations:** Monitor condition
Condition:	1 (Minor scratches)	**Accessibility:**	1 (Occasionally likely to be disturbed)	**Reinspection Interval:** 12 Months
Surface Treatment:	1 (Encapsulated asbestos cement)			
Asbestos Type:	3 (Crocidolite)	**Extent Score:**	2 (>10 - <50 sq m or >10m - <50m pipe run)	**Overall Risk Category:** C9

Management Detail

Sample No.:	Floor Level:	Block Name:	Location:	Item:	Asbestos Content:	Determination Method:	Extent:	Risk Category:	Recommendations:
No sample - presumed	E - External	Communal	External	Asbestos Cement undercloaking	Crocidolite	Presumed	14 linear metres	C9	Monitor condition