Fire Risk Assessment

96-96A Tower Road

Tower Road, Tividale, Oldbury, B69 1LD

Date Completed: 5th February 2026

Officer: M Zafeer **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

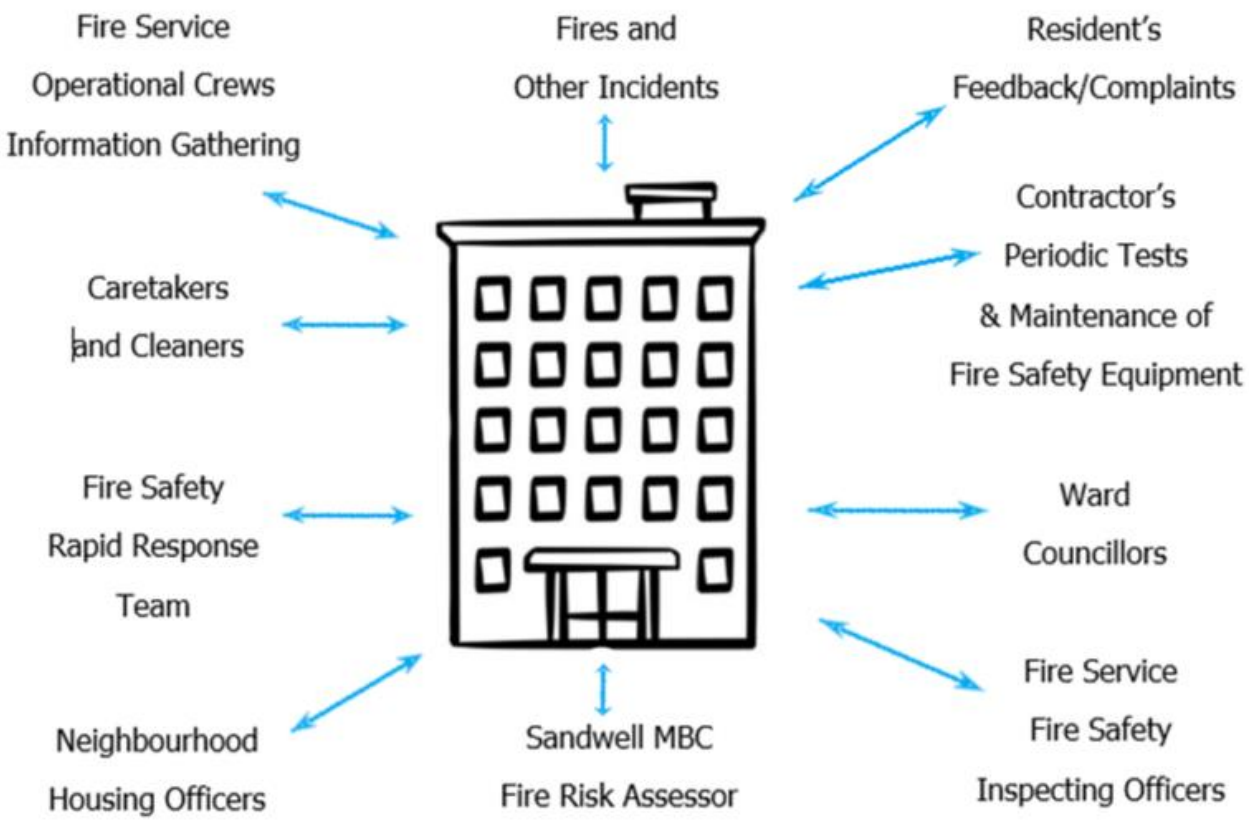
Introduction

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.

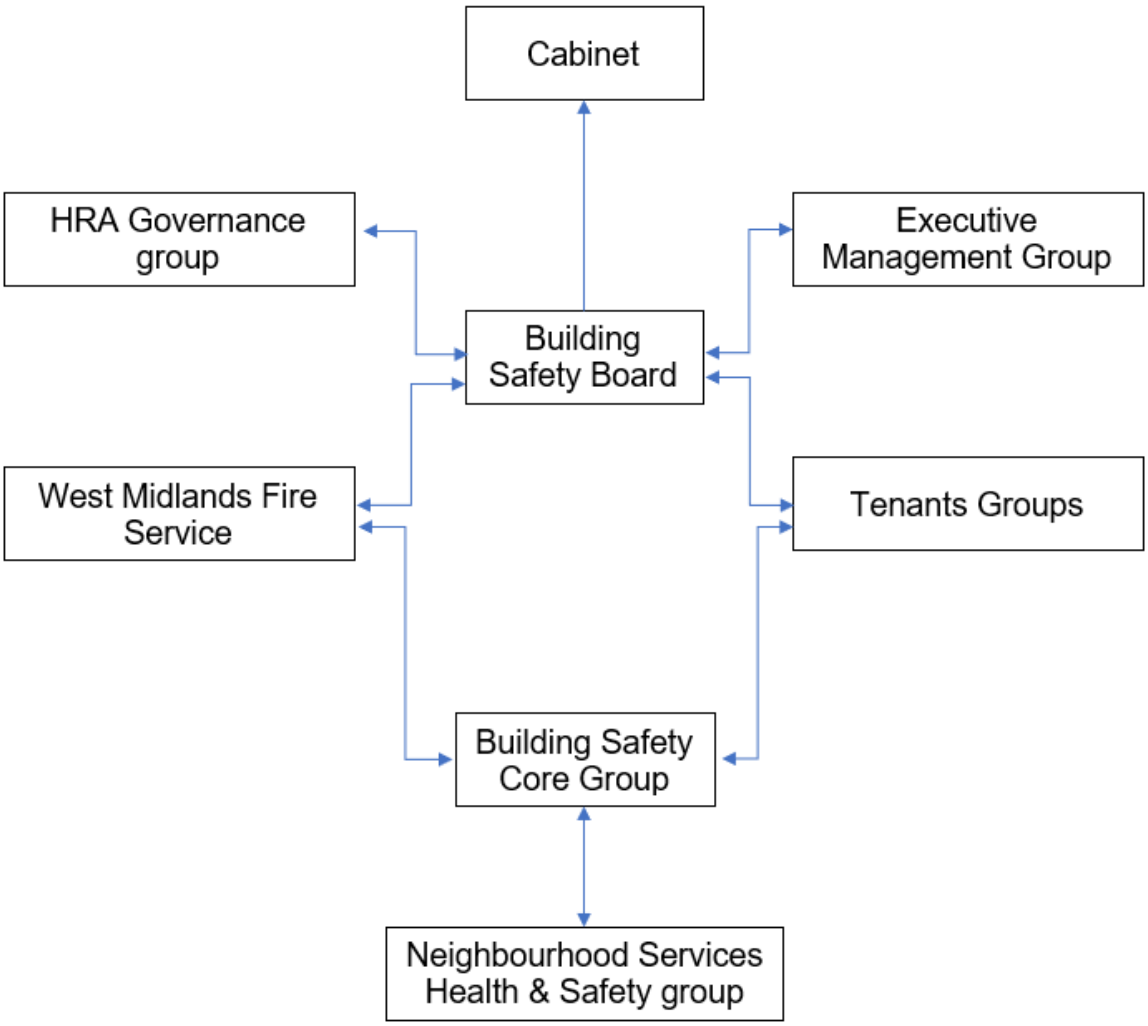
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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 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** Traditional brick-built 2 story block with each floor accommodating a single flat. Front entrance doors are of timber construction with additional timber framed side panel with Spandrel panelling UPVC window units installed with UPVC facia and under boards to the roof line. Roof is of a pitched construction	Trivial

Section 7	**Means of Escape from Fire** Block has a single staircase and one final exit door. Corridors, stairs and landings are clear of any obstruction. Electrical meters and switching in entrance hallway located in means of escape. Push button exit system installed on the final exit door. Gas service cupboard located in means of escape. Timber gate installed on egress pathway to ultimate safety.	Trivial
Section 8	**Fire Detection and Alarm Systems** Individual flats are fitted with hardwired smoke detection to an LD3 standard minimum. Access gained to sample flats for detection in this block. Flat 96 was inspected for detection – LD2	Trivial
Section 9	**Emergency Lighting** There is no emergency lighting installed at the block	Trivial

Section 10	**Compartmentation**
	The block has sufficient compartmentation between dwellings.
	
	Cyclical programme in place to ensure fire stopping has not been compromised.
	
	No Access was possible to check the roof void for sufficient fire stopping and compartmentation.
	
	• Email sent to Gas Safety Team on 03/02/2026 of possible relocation of meters to the external façade of the building.
	
	• Gas service cupboard requires external ventilation to mitigate any gas leak from within.
	
	• Gas service cupboard in entrance hallway at present does not have compartmentation provisions in place to mitigate any risk from gas services. *Recommended to be upgraded to 44mm FD30s in any future refurb of the block*
	
	  • Flat 96 self-closing device need adjusting to allow auto closure of door.
	  • Glazing installed in flat 96A overlooking the communal stairway is not of the fire-resistant type.
		Tolerable

Section 11	**Fire Fighting Equipment** The premises have no provision for firefighting equipment.	Trivial

Section 12	**Fire Signage** No fire signage present on the block due to simple layout.	Trivial
Section 13	**Employee Training** All staff receive basic fire safety awareness training.	Trivial
Section 14	**Sources of Ignition** Satisfactory EICR conducted on 09/02/2026 Resident electrical meters are located near the front entrance above flat 96 • 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. *Noted in observations*	Trivial
Section 15	**Waste Control** No caretaking services schedule at the block. Refuse bins stored in a dedicated area located outside on the front and the rear of the block. Combustible waste placed in the front garden next to timber fence. Resident in process of removing it.	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** There is security lighting installed to the front and rear of the block. No evidence of arson. No previous reports of arson at the block.	Trivial
Section 18	**Storage Arrangements** There are no external or internal storage cupboards provided for residents.	Trivial

Risk Level Indicator

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

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

After carrying out a Type 1 **non-intrusive** fire risk assessment on

96-96A Tower 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 and timber fire door 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 96 to assess the operation of the self-closing device and the condition of the fire and smoke seals to the flat entrance door, smoke detection was also assessed at the properties

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

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

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

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

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

Section 2

People at Significant Risk of Fire

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

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

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

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

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

Section 3 Contact Details

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

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

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

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

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

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

Section 4

Description of Premises

96-96A Tower Road
Tividale
Oldbury
B69 1LD

Description of the Property

This Type 1 **non-intrusive** fire risk assessment pertains to the residential block located at 96-96A Tower 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 96 -96A Tower Road is physically attached to an adjacent residential building, which is accessed separately via 1-3 Walker Avenue. Although conjoined, the neighbouring block is served by its own independent entrance and access arrangements and does not share internal common areas with 96-96A Tower Road. To the rear there is a courtyard which is shared with the neighbouring block.

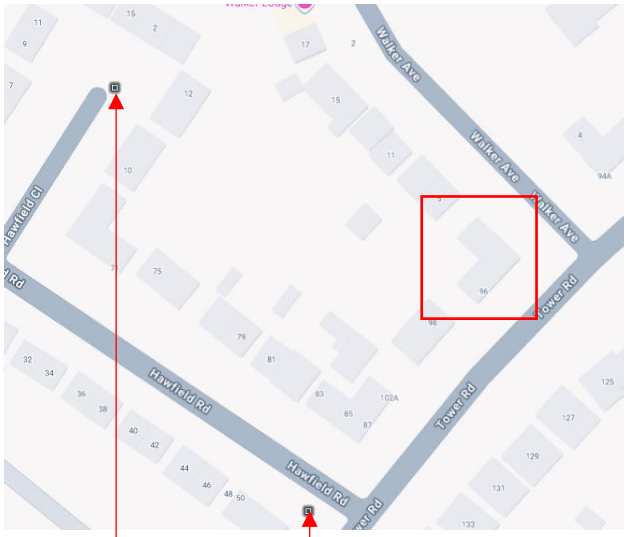
96-96A Tower Road front and rear

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.

Location of the nearest Hydrant is located on the corner of Tower Road and Hawfield Road. There is also an additional hydrant located at the end of Hawfield Close.



Location of Hydrants

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.

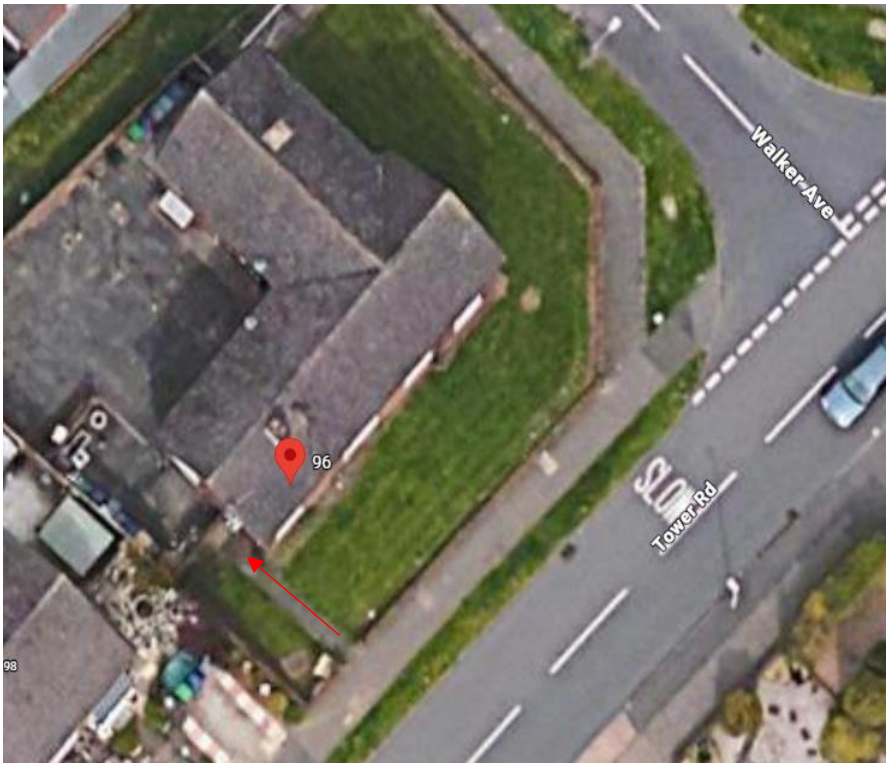
High/Low Rise	Low-Rise
Number of Floors	2 story
Date of Construction	1964
Construction Type	Traditional Brick Construction with pitched tiled roof.
Last Refurbished	Unknown
External Cladding	No
Number of Lifts	Non
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	No
Refuse Chute	No
Access to Roof void	Access via 1st 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

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 96 -96A Tower 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 & facia

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.

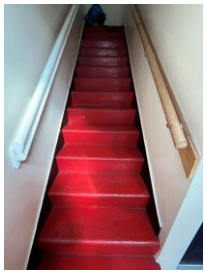

Section 7

Means of Escape from Fire

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 a small door mat placed at the entrance of the block, 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) 96-96A Tower 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 665 mm respectively, this is acceptable as the staircase serves a single flat. This staircase is kept clear to ensure a safe means of escape.



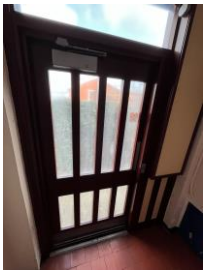
4) A UPVC window unit has been installed on the staircase landing which is openable without the use of key. This installation provides sufficient borrowed lighting and ventilation. Resident has placed live plants on the windowsill; these items pose a low fire risk and no obstruction to safe evacuation.

5) Sufficient lighting installed over the small hallway by the final exit door, however there is not lighting unit installed over the stairs serving flat 96A

6) The ground floor entrance houses a gas service cupboard near to the entrance of flat 96, 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 switch gear 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 96 which may present a fire safety concern. *This has been noted in the section 14 Source of Ignition.*


8)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.




9) 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.


10) 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

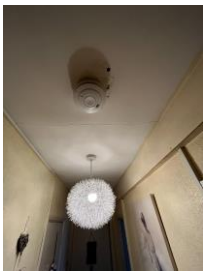
Fire Detection and Alarm Systems

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 96 to check for confirmation of detection.

   Flat 96 – Detection in hallway, kitchen, living room, LD2
   Flat 96A– 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 96 -96A

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

Section 9

Emergency Lighting

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



Section 10

Compartmentation

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

1) The 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.

3) The residents' gas meters are located within a service cupboard on the ground floor, adjacent to the entrance to Flat 96. 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 of meters. 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*

5)To ensure the gas service cupboard remains securely closed and continues to comply with the required fire safety standards, an appropriate bolt lock should be installed on the gas service cupboard serving Flats 96-96A.

6)Flats 96 has been fitted with a certified composite FD30s fire door assembly. There is also laminated glazing installed within the section of the flat entrance door. Entry to flat 96A could not be gained to inspect the condition of the door and function of the self-closing device.

Flat 96

Flat 96A

Block Name	Place-Re	Address	Front Door Type	Glazed / Not Glazed
Tower Road 96 & 96a	BL48660TO05	96 Tower Road;Tividale;Oldbury;West Midlands;	Certified FD30s Composite Dc	Glazed
Tower Road 96 & 96a	BL48660TO05	96a Tower Road;Tividale;Oldbury;West Midlands;	Timber Door FD30s	Not Glazed
Tower Road 96 & 96a	**BL48660TO05**	Tower Road 96 & 96a;Tower Road;Tividale;Oldbury;West Midland	Intentionally Blank	

7)The glazing installed within the resident's window in the communal stairwell does not provide adequate fire resistance between the flat and stairs


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.

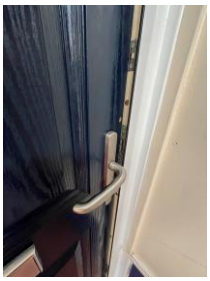
Upgraded notional fire door - A notional fire door that has been upgraded. For example, with intumescent strips and cold smoke seals.

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 96 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.



9) Transome glazing to flat 96 does not have fire rated glazing installed within the frame. There is no evidence of fire rated glazing marking etched on to the glazing.

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

Section 11

Fire Fighting Equipment

1) There is no firefighting equipment on this premises.

Section 12

Fire Signage

1) Fire Action Notices are not displayed throughout the building. The signs are not necessary due to the building not having a complex layout.

2) Yellow LPG warning signs are not displayed within the block. refer to section 18.

3) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.

Section 13

Employee & Resident Training/Provision of Information

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

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

3) Caretaking teams are not currently trained in the effective use of fire extinguishers. Caretaking teams are not expected to tackle fires in this area.

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

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

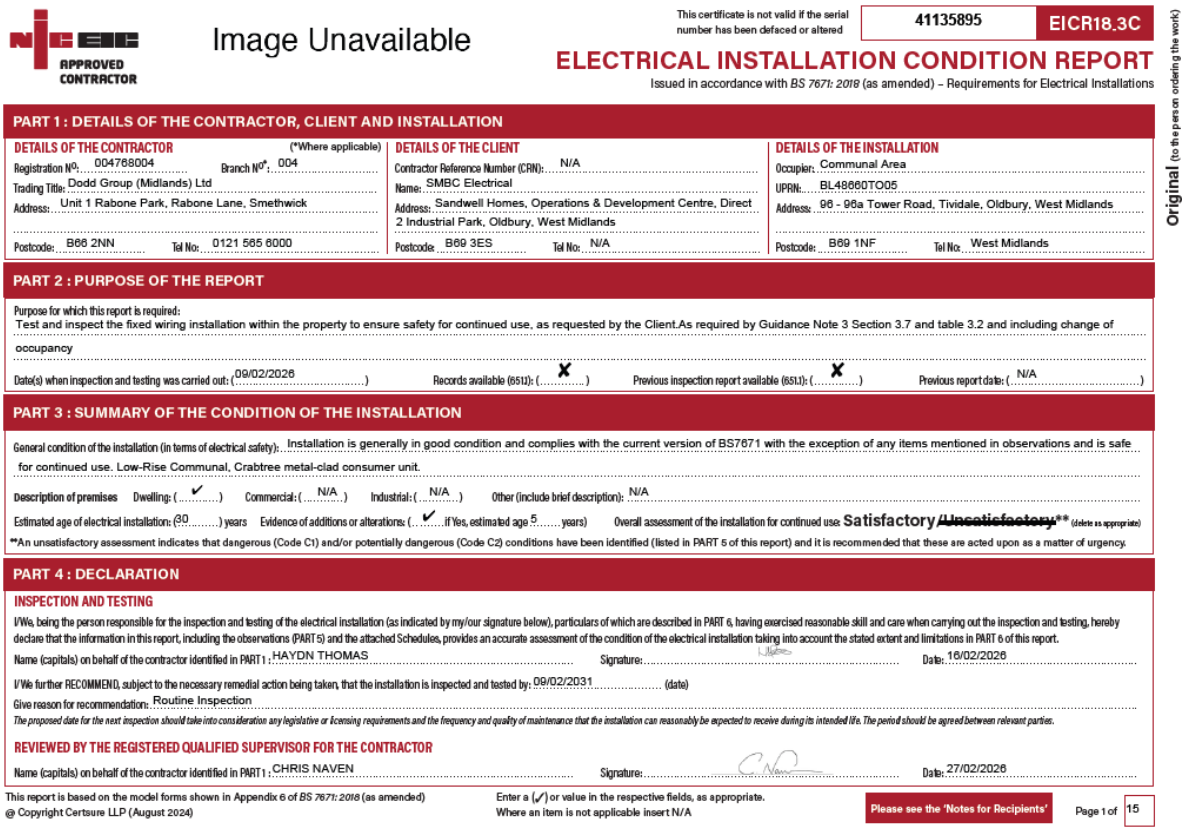
Section 14 Sources of Ignition

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

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

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

4) The fixed electrical installation shall be tested every 5 years, satisfactory EICR conducted on 09/02/2026



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ELECTRICAL INSTALLATION CONDITION REPORT

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

Original (to the person ordering the work)

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR (*Where applicable)	DETAILS OF THE CLIENT	DETAILS OF THE INSTALLATION
Registration No: 004768004 Branch No*: 004	Contractor Reference Number (CRN): N/A	Occupier: Communal Area
Trading Title: Dodd Group (Midlands) Ltd	Name: SMBC Electrical	UPRN: BL48660TO05
Address: Unit 1 Rabone Park, Rabone Lane, Smethwick	Address: Sandwell Homes, Operations & Development Centre, Direct 2 Industrial Park, Oldbury, West Midlands	Address: 96 - 96a Tower Road, Tividale, Oldbury, West Midlands
Postcode: B66 2NN Tel No: 0121 565 6000	Postcode: B69 3ES Tel No: N/A	Postcode: B69 1NF Tel No: West Midlands

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required:
Test and inspect the fixed wiring installation within the property to ensure safety for continued use, as requested by the Client.As required by Guidance Note 3 Section 3.7 and table 3.2 and including change of occupancy

Date(s) when inspection and testing was carried out: (09/02/2026) Records available (651): (✘) Previous inspection report available (651): (✘) Previous report date: (N/A)

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety): Installation is generally in good condition and complies with the current version of BS7671 with the exception of any items mentioned in observations and is safe for continued use. Low-Rise Communal, Crabtree metal-clad consumer unit.

Description of premises Dwelling: (✔) Commercial: (N/A) Industrial: (N/A) Other (include brief description): N/A

Estimated age of electrical installation: (30) years Evidence of additions or alterations: (✔) if Yes, estimated age 5 years) Overall assessment of the installation for continued use: Satisfactory ~~Unsatisfactory~~** (delete as appropriate)

**An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified (listed in PART 5 of this report) and it is recommended that these are acted upon as a matter of urgency.

PART 4 : DECLARATION

INSPECTION AND TESTING

I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), particulars of which are described in PART 6, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (PART 5) and the attached Schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 6 of this report.

Name (capitals) on behalf of the contractor identified in PART 1 : HAYDN THOMAS Signature: Date: 16/02/2026

I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 09/02/2031 (date)

Give reason for recommendation: Routine Inspection

The proposed date for the next inspection should take into consideration any legislative or licensing requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR

Name (capitals) on behalf of the contractor identified in PART 1 : CHRIS NAVEN Signature: Date: 27/02/2026

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'

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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 expected to be kept clear of any combustible items. Resident advised on the day to remove items stored within.

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 96 or cause undue disruption to the resident. *Noted in Observations*

8) 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

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 side of the building, away from the envelope of the block.

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

Section 16 Control and Supervision of Contractors and Visitors

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

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

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

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

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

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

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

    d) Final Contractor review on completion of works undertaken.

Section 17

Arson Prevention

1) There is no current evidence of arson.

2) The perimeter of the premises is well illuminated with the installation of external lighting.

Front and rear external lighting

3) There have been no reported fire incidents at 96 -96A Tower Road since the last FRA.

Section 18

Storage Arrangements

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

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

3) No Flammable liquids stored on site by Caretakers / cleaners.

4) There are no flammable liquids or gas cylinders stored on site.

Section 19

Additional Control Measures. Fire Risk Assessment - Action Plan

Significant Findings

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

Trivial ☒ Tolerable ☐

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

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

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

P4 Arrange and complete exceeding 6 months under programmed work

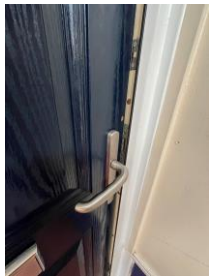
Fire Risk Assessment Action Plan

Name of Premises or Location: Tower Road 96-96A

Date of Action Plan: 10th March 2026

Review Date: <Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
10/5	Install sliding bolt to gas service cupboard in communal entrance hallway adjacent to flat 96		P2	1 -3 Months Fire Rapid Response	

10/7	Glazing in flat 96A window overlooking communal stairs does not have fire rated glazing, replace with fire rated glazing.		P2	1-3 Months Repairs Glazing Team	
10/8	Adjust self-closing device to flat 96		P2	1 -3 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).

The residents' gas meter is located within a service cupboard on the ground floor, adjacent to the entrance to Flat 94 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 build*	
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 96 or cause undue disruption to the resident.	 

Signed

	Fire Risk Assessor	Date: 10th March 2026
	Team Lead Fire Safety	Date: 10th March 2026

Appendix 1

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

Name of property: 96-96A Tower Road

Updated:

Premise Manager: Prabha Patel **Tel. No.: 0121 569 2975**

Hazard	Location	Information/Comments
An asbestos survey has been undertaken and is held by S.M.B.C. Investment Division Tel:- 0121 569 5077).		

Report No.:	J412827 V2
Nature of Work:	Management Survey
Issue Date:	30/04/2025
Client Name:	Sandwell MBC (formerly Homes) Building Services, Direct 2 Trading Estate, Roway Lane, Oldbury, West Midlands, B69 3ES
UPRN:	BL48660TO05 1
Site Address:	Tower Road 96 & 96a, Oldbury, B69 1NF

Order Placed By:	Dean Harding
Site Contact:	Communal
Date(s) of Work:	21/02/2025
Technical Manager:	D Ely CCP (Asbestos)
Assistant Surveyor(s):	Not Applicable

Lead Surveyor:

Jack France
Asbestos Surveyor

Authorised Signatory:

Ryan Fagan CoC Asbestos
Senior Technical Manager
30/04/2025

Non-accredited activities are present within this report.

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UKAS INSPECTION 291 UKAS TESTING 1155 UKATA PROFESSIONAL MEMBER atac