Fire Risk Assessment

165-166A
Tower Road,
Tividale,
Oldbury,
B69 1PA.

Date Completed:02/03/2026

Review Period: 3 years.

Officer: C. Hudson **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

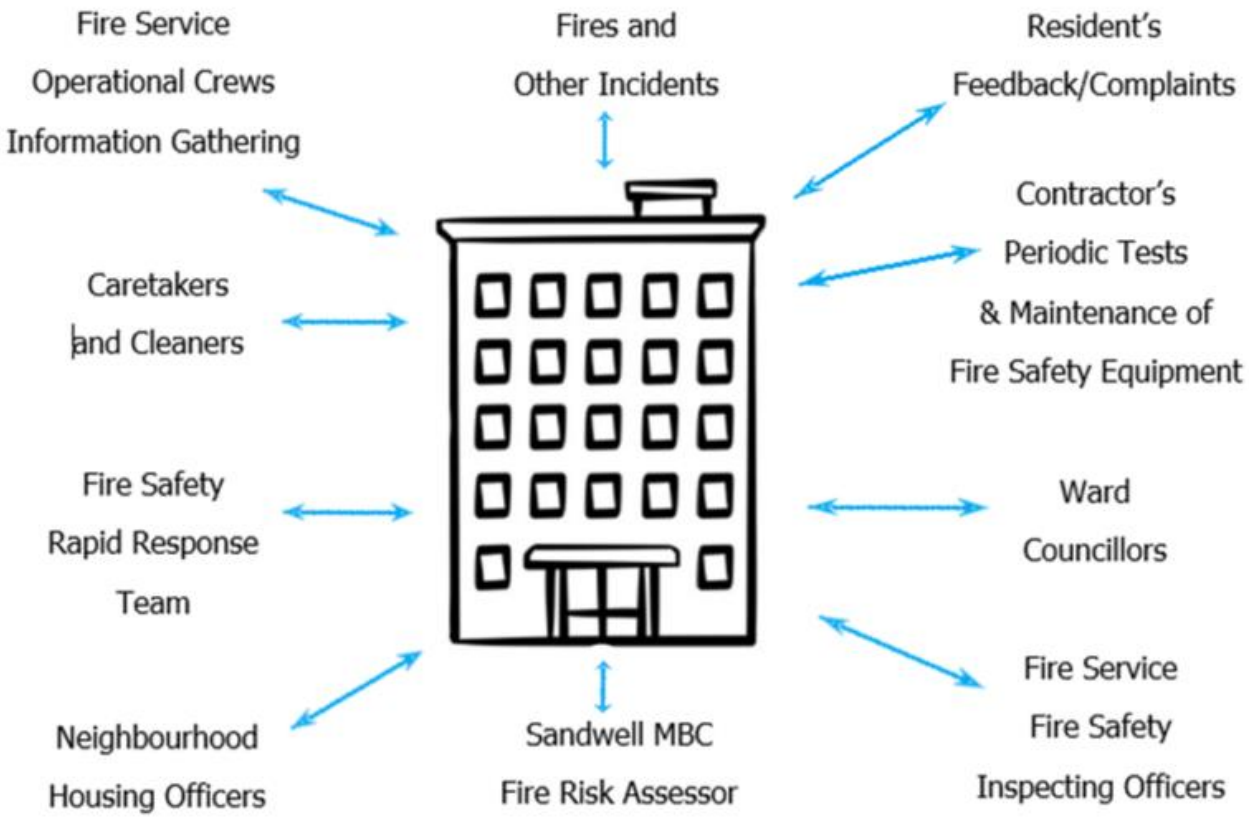
Section 0 Introduction

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.

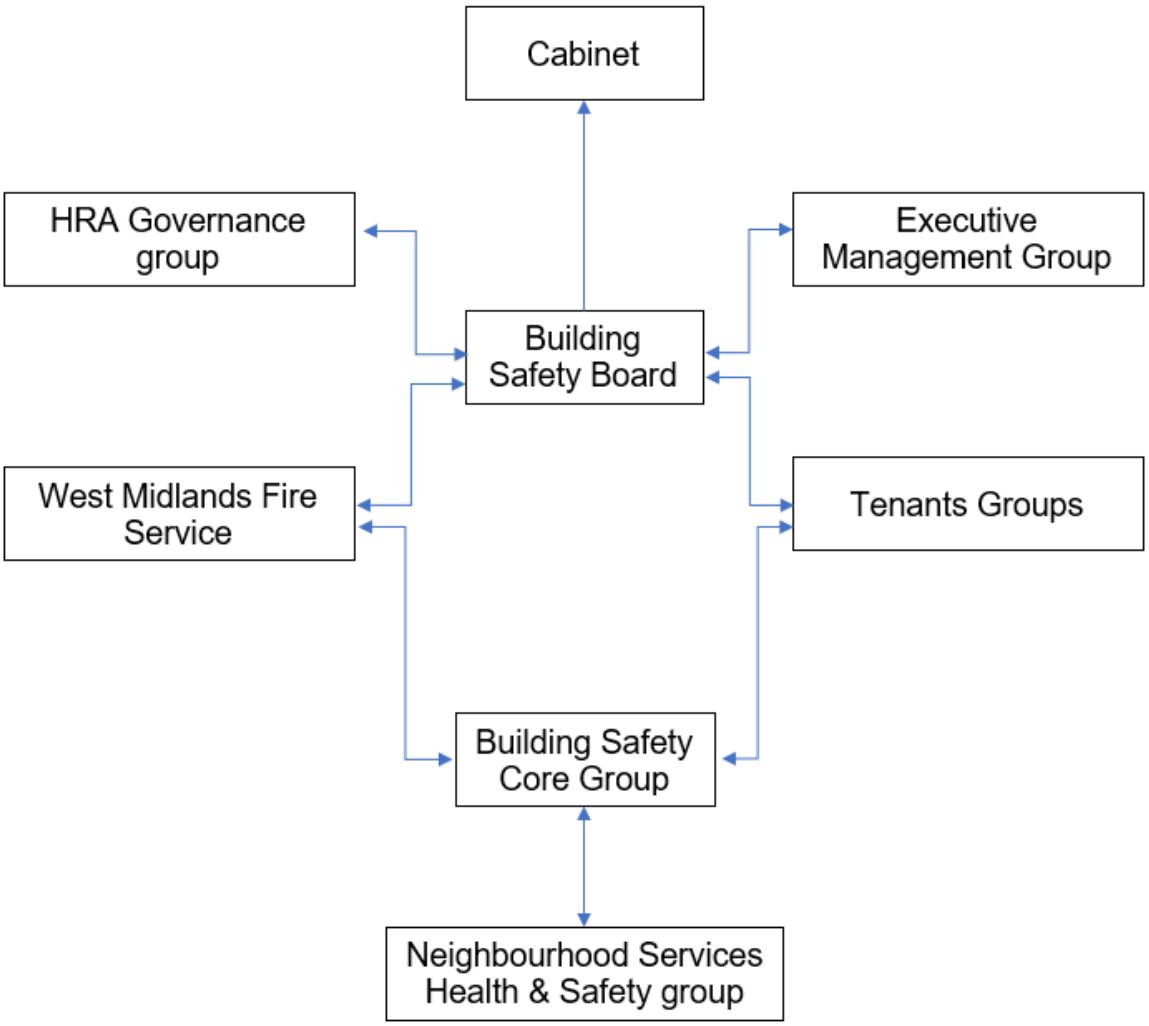
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment.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

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

Section number	Section Area	Individual Risk Level
Section 6	**External Envelope** The building is of traditional brick construction with a pitched, tiled roof. UPVC double glazed units are fitted to individual flats and communal windows. The Final exit door is of timber construction with glass vision panels.	Trivial
Section 7	**Means of Escape from Fire** The premise has a single staircase and one final exit door that provide a sufficient means of escape. Flat 165 and 165A have a FD 30s composite door. Flat 165 flat entrance door has excessive gaps see section 7. Gas meters are in the communal area. See observations. Incoming electrical supply is not in a fire rated enclosure. See observations.	Tolerable
Section 8	**Fire Detection and Alarm Systems** Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats. The detection in flats should be to a minimum LD3 standard, flats checked were to an LD1 standard.	Trivial
Section 9	**Emergency Lighting** The premises do not have emergency lighting system but have suitable and sufficient standard lighting.	Trivial

Section 10	**Compartmentation** The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire between dwellings and support the stay put unless policy. The doors on the Gas cupboard on the ground floor are not fire doors and require upgrading see observations. Left hand door on gas cupboard hinge is not connected to frame. Roof void isn't assessable from communal area.	Tolerable
Section 11	**Fire Fighting Equipment** No firefighting provisions are provided within the premise.	Trivial
Section 12	**Fire Signage** Appropriate signage is in place.	Trivial
Section 13	**Employee Training** All staff receive basic fire safety awareness training.	Trivial
Section 14	**Sources of Ignition** The fixed electrical installation was last tested on 09/02/26 and should be tested every five years. The EICR was recorded as satisfactory. Electrical meters and switching are not within a protective enclosure in the communal entrance.	Trivial

Section 15	**Waste Control** Regular cleaning services take place at the block. No caretaking services schedule at the block.	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 final exit doors have door entry systems installed. These doors have a fob reader to enter the building and a handle to exit the building. There is no evidence of any arson since the last risk assessment was carried	Trivial
Section 18	**Storage Arrangements** Residents do not have access to any secure storage cupboards. Residents should not store fuel or LPG Cylinders in their home or storage facilities. This documented in the tenancy agreement.	Trivial

Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

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 conducting a Type 1 fire risk assessment at Tower Road 165-165A I conclude, the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment.

Considering the use of the premises and the occupants within the block, the potential consequences for life safety in the event of a fire would be slight harm. This is because all flats are fitted with composite FD30S entrance doors, smoke detection systems installed to a minimum of LD3 in all flats, the final exit door has a door entry system, and a stay-put strategy unless a fire strategy is in place.

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.

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

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

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

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

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.

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

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

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

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

Section 3 Contact Details

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

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

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

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

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 Andrew Froggatt Carl Hill Louis Conway	**Fire Risk Assessors** Craig Hudson Mohammed Zafeer Stuart Henley	**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

This type 1 fire risk assessment covers

Tower Road 165-165A
Tividale,
Oldbury
B69 1NE

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

Description of the Property:

The Low-rise block was constructed in 1968 of traditional brick cavity and concrete construction with brick walls concrete floors and stairs. The block has double glazed UPVC window frames with a pitched, tiled roof.

The block consists of 2 stories inclusive of ground.

Each of the floors from the ground floor upwards contain 1 individual flat.

The block is also attached to the next block, Park Close 4-6.

The building has a pitched roof, with concrete tiles and a brick-built chimney.

The block has an entrance to the side elevation, that has a door entry system with a fob reader installed. The escape routes lead to an ultimate place of safety. The front final exit door has a firefighter override switch operated by drop-latch key. The door entry system is designed to fail safe and unlock in the event of a power failure.

This block does not have a dedicated bin store, but the bins are stored away from the building.

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

The stairs do not have have any carpet covering

Flats 165, is on the ground floor

Flats 165A, is on the 1st floor.

The service cupboard housing gas intakes is situated on the ground floor with no lock.

The electrical intake is in the communal area but is not sited in a fire rated enclosure.

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

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

The enforcing authority is West Midlands Fire Service.
The nearest fire station is Haden Cross Community Fire Station.

High/Low Rise	Low-Rise
Number of Floors	2
Date of Construction	1965
Construction Type	Traditional Brick Cavity / 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	No Access from communal area
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

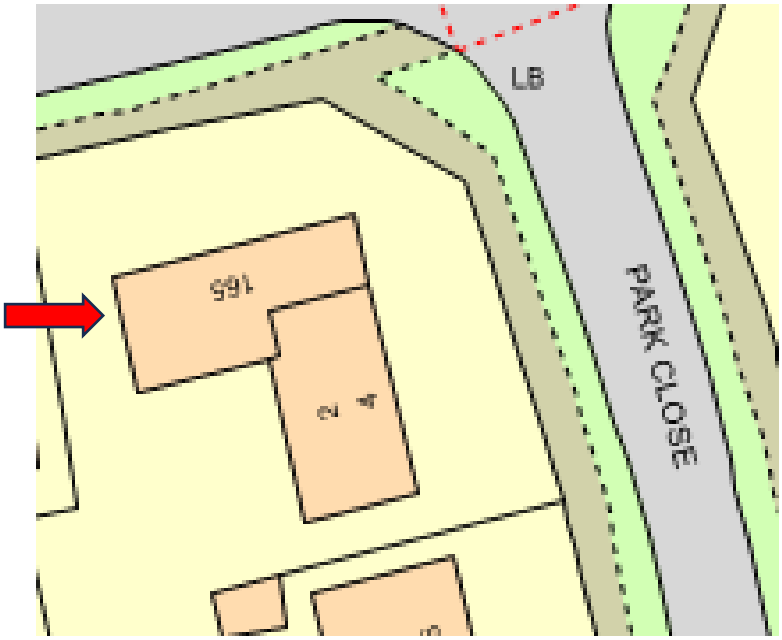
Residents / Occupants of 2 flats in total,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

Building Plan

Plan to show the general location/orientation of the building.

Tower Road 165-165A



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 traditional brick construction.

2) The roof is clad with concrete interlocking tiles.

3) The building has a brick-built chimney, at the time of the FRA it was unknown if it is in use.

4) There is no internal access from the landing to the roof space.

5) Doors and combination frame to the entrances are of timber construction with glass vision panels.

6) The building has UPVC facias and under cloaking with UPVC guttering just below the roof line.

7) UPVC double glazed units have been installed to each flat.

8) In the building the 1st floor landing, has a UPVC window, these windows can be opened without the use of a key, these also allow sufficient ventilation. There is no automatic smoke ventilation system installed in this premises.

Section 7

Means of Escape from Fire

1) Flat 165 and 165A have FD30s rated composite fire doors which are glazed with 165 having a transom above the door.

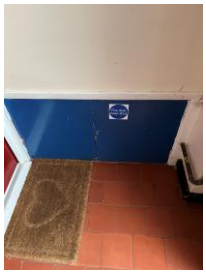

2) Access was attempted to a sample some of the properties as part of the risk assessment. This was to ensure the doors have not been tampered with by residents. Only Flat 120 was accessed.

3) Flat 165 door reliably self closes on the latch when tested.

4) **Flat 165 entrance door has an excessive gap at the bottom of the door this requires rectifying or the door replacing. See Action 7/4.**

5) Flat door 165A was not checked at the time of the FRA.

6) It is noted some of the flat entrance doors have door mats the fire rating of these is unknown but are deemed low risk.



7) The gas meter is in a cupboard in the communal entrance Just below the electrical installation. And does not meet current regulations see observations.

8) The incoming Electrical supply and associated metering equipment are mounted on a timber board located within the communal hallway adjacent to Flat 118 just above the gas cupboard. This is an original install and recommend it is bought up to current regulations and is enclosed in a suitable fire rated enclosure when the next refurbishment takes place. See observations.

9) Flat 165A is a lease holder and has had some work carried out on the window that overlooks the staircase, this was mentioned in the last Fire Risk Assessment. See section 10

10) The block has a single staircase that provides a means of escape and is 870mm in width.

11) The landing is kept clear to maintain safe means of escape.

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

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

14) The communal area is kept free of flammable items. The communal areas should be checked on a regular basis by Caretaking / Cleaning teams and all items of rubbish removed.

15) Ventilation of the common area is facilitated by openable windows in the stairwell; these do not require a key to open. There is no automatic smoke ventilation system installed in this premises.

16) Standard lighting is provided to communal landing and stairs.

17). The front final exit door has a door entry system 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.

18) The only communal doors within the block are the final exit doors. The main front door is fitted with an automatic closing device that is checked on a regular basis by Caretaking Teams as part of their daily checks. Defective closing devices are reported to an external contractor.

19) A large metal electrical enclosure for door entry system is mounted on the internal wall by the stairs.

20). There is no chute room or dry riser.

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 the equipment is subjected to a cyclical test.

2) Based on samples taken, the previous fire risk assessment and information kept on file (JM) the smoke alarms within resident's flats are installed to a minimum of an LD3 Standard.

   Flat 165 was accessed and was seen to be LD1 standard.

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

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

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

Section 9

Emergency Lighting

1) The premises has no emergency lighting system in place but has sufficient standard lighting system in place covering the stairwell and landing area.

Section 10 Compartmentation

1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. All flat entrance doors are 30-minute fire doors, including those in 1-hour rated walls.

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

3) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping as not been compromised by third parties and where applicable enhance the fire stopping.

4) A variety of methods / materials have been used to achieve fire-stopping.

5) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.

6) Electrical intake for both flats is on the ground floor, is not enclosed in a fire-resistant enclosure. See observations.

7) The gas meter is in a service cupboard in the communal entrance Just below the electrical installation. This is not to current regulations it has no ventilation to outside and no lockable fire rated doors. An email has been sent to the gas team to contact cadent about relocating the gas meters to outside. See observations.


8) **The left-hand door bottom hinge has come loose this requires repair or replacement. See action 7/8.**


9) Flat 165 and 165A have a composite FD30s rated fire door fitted which protects the means of escape.


10) Although the flat entrance doors are FD30s composite doors no evidence could be seen on any of the glass to prove the fire rating of the glass.

11) Flat 165A is a lease holder flat and has had some work carried out to replace glazing to a sufficient fire rated standard, this is now completed and meets the standard for fire resistance.


12)The block has a pitched roof with no loft access panel on the communal landing area.

Section 11

Fire Fighting Equipment

1) There is no firefighting equipment on this premises.

Section 12

Fire Signage

1) Appropriate signage is displayed throughout the building.

2) No smoking (Smoke Free England) signage is displayed at the front entrance to the premises.

3) Directional fire signage is not displayed throughout the building. This is due to the simple layout of the building, and this type of signage is not required.

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

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 information has been provided as part of tenancy pack. Information regarding the Stay Put Unless fire evacuation strategy is provided to tenants.

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

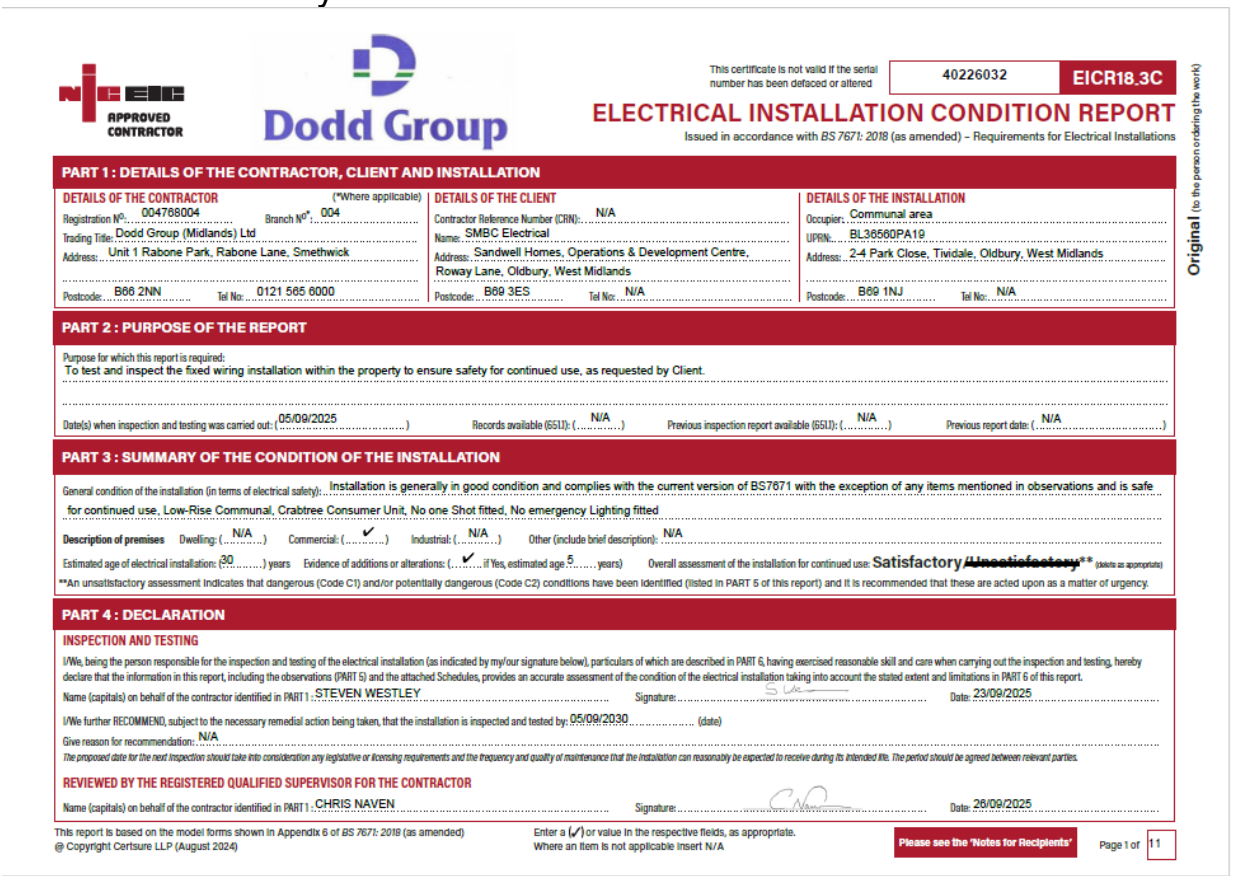
Section 14 Sources of Ignition

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

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

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

4) The fixed electrical installation EICR inspection was last carried out 05/09/25 and is carried out every 5 years. This was satisfactory.



APPROVED CONTRACTOR

Dodd Group

This certificate is not valid if the serial number has been defaced or altered: 40226032 EICR18.3C

ELECTRICAL INSTALLATION CONDITION REPORT

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

Original (to the person ordering the work)

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR (*Where applicable)
Registration N°: 004768004 Branch N°*: 004
Trading Title: Dodd Group (Midlands) Ltd
Address: Unit 1 Rabone Park, Rabone Lane, Smethwick
Postcode: B66 2NN Tel No: 0121 565 6000

DETAILS OF THE CLIENT
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

DETAILS OF THE INSTALLATION
Occupier: Communal area
UPRN: BL36560PA19
Address: 2-4 Park Close, Tividale, Oldbury, West Midlands
Postcode: B69 1NJ Tel No: N/A

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required:
To test and inspect the fixed wiring installation within the property to ensure safety for continued use, as requested by Client.

Date(s) when inspection and testing was carried out: (05/09/2025) Records available (651J): (N/A) Previous inspection report available (651J): (N/A) Previous report date: (N/A)

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety): Installation is generally in good condition and complies with the current version of BS7671 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: (✓) 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: 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: 05/09/2030 (date)

Give reason for recommendation: N/A

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

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR

Name (capitals) on behalf of the contractor identified in PART 1: CHRIS NAVEN Signature: Date: 26/09/2025

This report is based on the model forms shown in Appendix 6 of *BS 7671: 2018* (as amended)
@ Copyright Certsure LLP (August 2024)

Enter a (✓) or value in the respective fields, as appropriate.
Where an item is not applicable insert N/A

Please see the 'Notes for Recipients'

Page 1 of 11

5) The EICR provided within the risk assessment references the address of the adjoining property. This is due to the electrical intake and main service head also supplying the neighbouring address. 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.

6) 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.

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

8) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.

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

10) 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, recommend permanent ventilation being 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. 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. Refuse bins are stored to the rear of the building in the courtyard. Bins Are regularly emptied.

3. Regular checks by Caretakers minimise risk of waste accumulation.

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

Section 16

Control and Supervision of Contractors and Visitors

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

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

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

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

a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:

- Health and Safety.
- Site Security.
- Safety of working and impact on children/school business.
- Fire risk, if any.
- Site Emergency Plan.

b) Monthly Site Meetings – 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. Restricted access to the premises.

3. There is no current evidence of arson.

4. The perimeter of the premises is well illuminated.

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 165-165A
Date of Action Plan:	30/03/2026
Review Date:	<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/4	Flat 165 entrance door has an excessive gap at the bottom of the door; this requires rectifying or new door ordering.		P3	3-6 months Fire Door Contract	

10/8	The left-hand door bottom hinge has come loose this requires repair or replacement.		P3	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 will reduce immediate risk (i.e. keeping them locked, appropriate signage and kept sterile), the arrangement should be reviewed during future improvement programmes to ensure full compliance with modern gas-safety and fire-safety standards,

- **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: 30/03/2026
	Team Lead Fire Safety	Date: 30/03/2026

Appendix 1

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

Name of property: Tower Road 165-165A

Updated: 08/05/2025

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).		

ASBESTOS REGISTER

Property Details	
Reference: BL48660TO11	Address: Block 165-165a Tower Road Tividale Oldbury West midlands B69 1NE

Current Asbestos Entries			
Asbestos Reference	BL48660TO11_Asbestos_14831	Description	February 2025. Bradley Management and
Location	Meter Cupboard. Ceiling. (Room Floor)		
Type	Chrysotile	Material	Cement - Flat Sheet
Extent/Size		Sample Reference	OK004715
Surface	Enclosed sprays and laggin, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc.		
Comments	Asbestos cement panel to gas meter cupboard . Location 01 on plan		
Managers Priority		Overall Risk	Low

Asbestos Reference	BL48660TO11_Asbestos_14832	Description	February 2025. Bradley Management and
Location	Communal Area. Floor Covering (Asphalt Bitu). (Room Floor)		
Type	Chrysotile	Material	Adhesive Or Sealant
Extent/Size		Sample Reference	OK004716
Surface	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles		
Comments	1st floor landing. Chrysotile in adhesive , tile is negative		
Managers Priority		Overall Risk	Low

Asbestos Reference	BL48660TO11_Asbestos_14833	Description	February 2025. Bradley Management and
Location	External. Fascia Soffit Bargeboard. (Room Floor)		
Type	Crocidolite	Material	Insulating Board
Extent/Size		Sample Reference	
Surface	Enclosed sprays and laggin, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc.		
Comments	Presumed beyond fixed UPVC soffits		
Managers Priority		Overall Risk	Low

Asbestos Reference	BL48660TO11_Asbestos_14834	Description	February 2025. Bradley Management and
Location	External. Verge Cloaking. (Room Floor)		
Type	Crocidolite	Material	Insulating Board
Extent/Size		Sample Reference	
Surface	Unsealed asbestos insulating board, or encapsulated lagging and sprays		
Comments	Presumed		
Managers Priority		Overall Risk	Low

Historic (Not Current) Asbestos Entries

ABOUT THE REPORT – PLEASE READ

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

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

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

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

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

Term	Explanation
Property Address	Specific Property to which survey relates.
Surveyed by	Relates to P402 trained surveyor.
Action taken on Project	Record what action may have been undertaken to the Asbestos in question. E.g. Nothing, Repair, replace, Manage.
Type of Work to be undertaken	Relates to the envisaged type of work that the Asbestos Survey Report will be used to aid. This assists the asbestos surveyor to guide his survey methodology & will help the users of this report decide if it is suitable for the work activity being undertaken.
ACM	Asbestos Containing Material.
HSE Notify	This highlights if a material normally requires notification to the Health & Safety Executive prior to removal. GUIDANCE ONLY.
Bulk Sample	Sample of potential ACM that is representative of the whole.
Request Sample	The item described has not been tested for Asbestos content. The item must be presumed to contain asbestos until sampling confirms. If work is going to be undertaken in this area sample should be requested prior to work starting.
Awaiting Results	If no results have been detailed then you must not work on these items until you receive further confirmation.
Extent	An estimate of quantity will be given where possible to aid work planning & valuation.
Labels	Materials will be labelled where practical. Labelling will be not be undertaken to low risk materials e.g. floor tiles, Textured Coatings etc or where labelling could easily be removed or would cause potential exposure if removed. All presumed ACM's will be labelled as "Asbestos" where practical. All sampled materials will be labelled with an" Asbestos Sampled" label.

Term	Explanation
Photo's	These will usually be provided for the front elevation of the property to aid identification.
Sampled by	P402 trained surveyor.
Checked by	P402 trained surveyor who checks report prior to issuing.
Survey Report Type	Report type is determined by the type of work to be undertaken. The reader of this report must satisfy themselves that the scope of the survey is sufficient for the purpose of work being undertaken.
Refurbishment Survey	HSG 264 – Refurbishment & Demolition Survey. Surveying undertaken to all parts of the property presuming full decent homes refurbishment, which may include, New Kitchen, New Bathroom, Electrical Rewire, Re-roof, Full Heating System. Taking account of the complete structure of the property & archetype information available. This survey has been carried out without detailed knowledge of the works to be undertaken during refurbishment. Anyone using this report to support building works being undertaken to the property should ensure that the report is sufficient for the purposes of the building work being undertaken. The reader should be confident that the areas that are to be disturbed by the proposed work are included.
Management Survey	A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.
Refurb & Management Survey	Both Survey Report Types are ticked! due to works identified at survey stage the surveyor has completed Refurbishment Survey for the works required & may have undertaken a management survey on remaining areas of the property. The report should not be used for works outside the scope stated, unless the reader assures themselves that it is suitable & sufficient.
Cavity Walls / Floor Voids or similar.	Will be assessed at survey stage & desktop assessment of similar archetypes.
Photo's	Where practical & to aid the identification of ambiguous material locations photos will be included within the report to ensure that materials are identified on-site correctly. Photos will be annotated where necessary.