

Fire Risk Assessment

Sampson Close 13 -18



Sampson Close Tividale, B69 1NL

Date Completed: 3rd April 2026

Officer: M Zafeer **Fire Risk Assessor**

Checked By: A. Jones **Building Safety Manager**

Current Risk Rating = Tolerable

Subsequent reviews

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



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Section

0

Introduction

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

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

This Type 1 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.

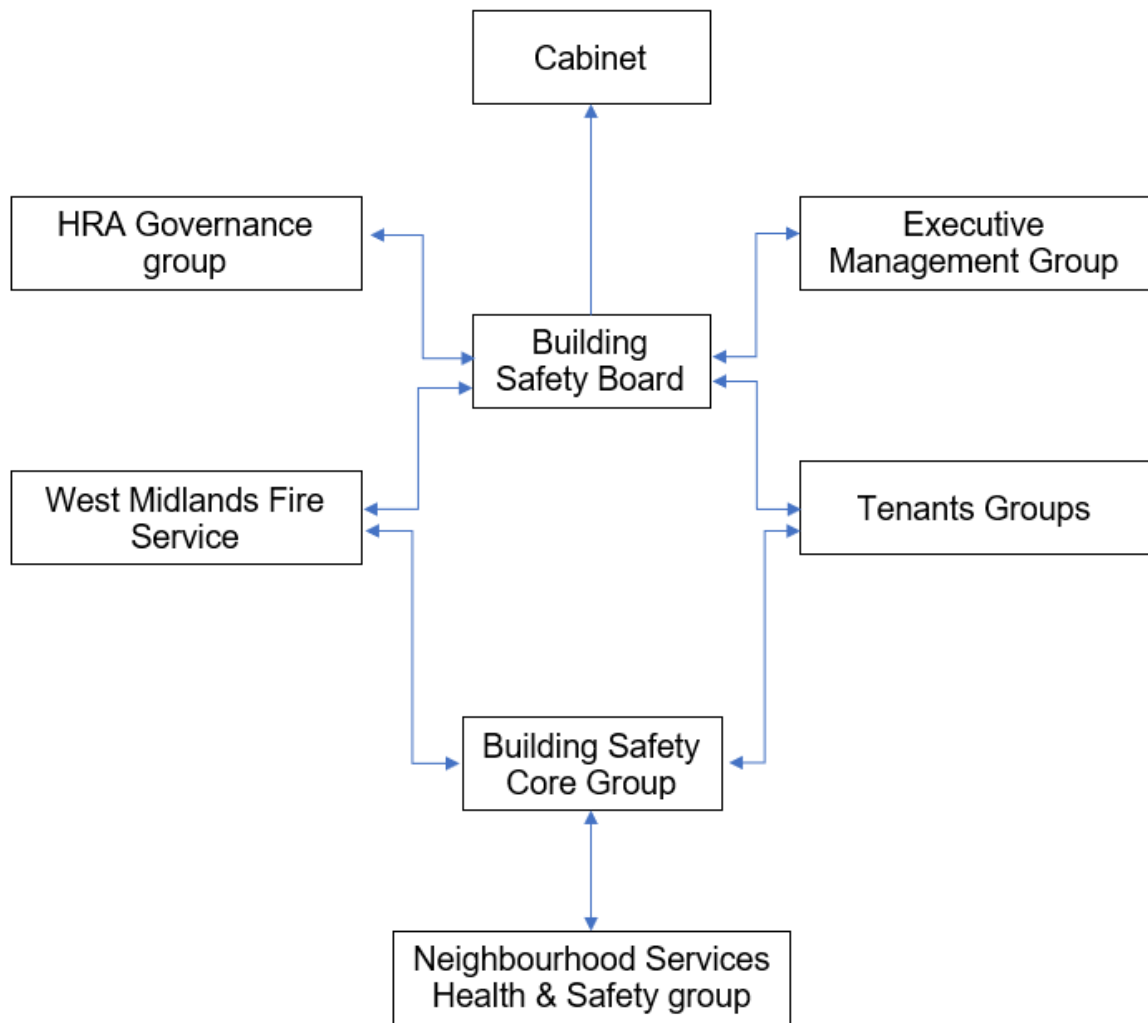
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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	<p>External Envelope</p> <p>Traditional brick-built 3 story block of flats with each floor accommodating 2 flats.</p> <p>UPVC window units installed with UPVC facia and under boards to the roof line</p> <p>Pitched roof design with concrete roof tiles.</p> <p>Front entrance has a concrete flat roofed canopy.</p>	<p>Trivial</p>

	<p>Cantilever balconies on the front elevation</p> <p>Blocks 13-18 and 19-24 are not attached but share rear courtyard.</p> <p>Front entrance doors are of timber construction with glass inserts within the door, spandrel panelling to the side panel to the front door.</p>	
<p>Section 7</p>	<p>Means of Escape from Fire</p> <p>There is one staircase along the means of escape with two final exit doors at front and rear of the block.</p> <p>Refuse hoppers are located on 1st and 2nd floor staircase landing.</p> <p>Decommissioned incinerator on the 1st floor</p> <ul style="list-style-type: none"> • Ground floor communal hallway, electrical trunking damaged and loose, exposing low voltage cables. • Decorative wreath on flat 14 door <p>Electrical cupboard housing the mains electric and residential metering for each flat is in the communal ground floor escape route, this is behind a FD30s timber door.</p> <p>Front final exit has a push button final exit system which will fail safe in a emergency, rear final door has a turn handle to exit.</p> <p>All escape routes and stairways are equipped with emergency lighting.</p> <p>Corridors, stairs and landings are clear of any obstruction.</p>	<p>Tolerable</p>

	<p>Pathways out both entrances are clear and safe.</p>	
<p>Section 8</p>	<p>Fire Detection and Alarm Systems</p> <p>Individual flats are fitted with hardwired smoke detection to an LD3 standard minimum.</p> <p>Access gained to flat 16 to sample for detection in this block. Flat 16 - LD2</p>	<p>Trivial</p>
<p>Section 9</p>	<p>Emergency Lighting</p> <p>The premise has sufficient emergency/escape lighting system in accordance with BS 5266.</p> <p>Emergency lighting is evident throughout the block, corridors, staircase landing, refuse bin room and electrical cupboard.</p> <ul style="list-style-type: none"> Emergency light on the 1st floor landing is not functioning; <i>email sent to the electrical team on the 31/03/2026. Repair has been scheduled.</i> 	<p>Trivial</p>
<p>Section 10</p>	<p>Compartmentation</p> <p>The block has sufficient compartmentation between dwellings.</p> <p>Cyclical programme in place to ensure fire stopping has not been compromised.</p> <p>Roof void on 2nd floor checked for compartmentation; no issue found regarding compartmentation.</p> <p>All flat entrance doors are fitted with composite FD30s fire doors, flat 16 is equipped with a Certified FD30s fire door,</p>	<p>Tolerable</p>

	<p>self-closing device checked for functionality, no issue found.</p> <ul style="list-style-type: none"> • Electrical cupboard is in the communal corridor, secured by a timber FD30 fire door. Requires combined smoke and intumescent seals. 	
Section 11	<p>Fire Fighting Equipment</p> <p>The premises have no provision for firefighting equipment.</p>	Trivial
Section 12	<p>Fire Signage</p> <p>There is sufficient Fire door keep shut signs & No Smoking signs in place.</p>	Trivial
Section 13	<p>Employee Training</p> <p>All staff receive basic fire safety awareness training.</p>	Trivial
Section 14	<p>Sources of Ignition</p> <p>Unsatisfactory EICR carried out on 24/09/2026, waiting on electrical team for a satisfactory EICR. <i>email sent on 23/03/2026 remedial work has been scheduled in for the block,</i></p> <p>Electrical cupboard is in the communal corridor, secured by a timber FD30 fire door. This is kept locked and is free of any combustibles.</p>	Trivial

<p>Section 15</p>	<p>Waste Control</p> <p>Caretakers undertake regular checks and bins are stored away within secured bin room.</p> <p>Refuse bins stored in a dedicated refuse cupboard located outside to the rear, next to the rear final exit</p>	<p>Trivial</p>
<p>Section 16</p>	<p>Control and Supervision of Contractors and Visitors</p> <p>Contractors are controlled centrally, and hot works permits are required where necessary.</p>	<p>Trivial</p>
<p>Section 17</p>	<p>Arson Prevention</p> <p>There is external lighting, and a door entry system prevents unauthorised access.</p> <p>No fire incidents reported since the last FRA</p>	<p>Trivial</p>
<p>Section 18</p>	<p>Storage Arrangements</p> <p>There are no external or internal storage cupboards for residents.</p> <p>Resident external storage cupboard to the rear has a door removed, leaving stored combustibles easily accessible to arson. <i>Email sent to repairs on 13/04/2026.</i></p>	<p>Trivial</p>

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

13-18 Sampson Close
Tividale
Oldbury
B69 1NL

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

After assessing the building's use and its occupants, the potential life safety risk in the event of a fire is slight. This assessment is based on the presence of FD30s composite fire 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 with the use of emergency lights in an emergency, 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 16 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 confirmed at the property.

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

Sampson Close 13-18
Tividale
Oldbury
B69 1NL

Description of the Property

This Type 1 **non-intrusive** fire risk assessment pertains to the residential block located at 13-18 Sampson Close. The property is a low-rise building constructed in 1965, utilising traditional brick cavity wall construction. The structure comprises three storeys, including the ground floor, with two self-contained dwellings on each level. There is a single centrally positioned staircase, which serves as the only means of access and egress for all flats. The front elevation of the block has balconies for the flats on the 1st and 2nd floors; these balconies are vertical aligned.

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.



Ground floor – flats 13,14
1ST floor – flats 15,16
2nd floor – flats 17,18

Main entrance to the building is through a timber door, with both the front and rear doors accessed via fob reader, trades and visitors use an intercom system. For emergency access there is a firefighter manual override switch located above the door intercom panel.



Front and rear entrances to block



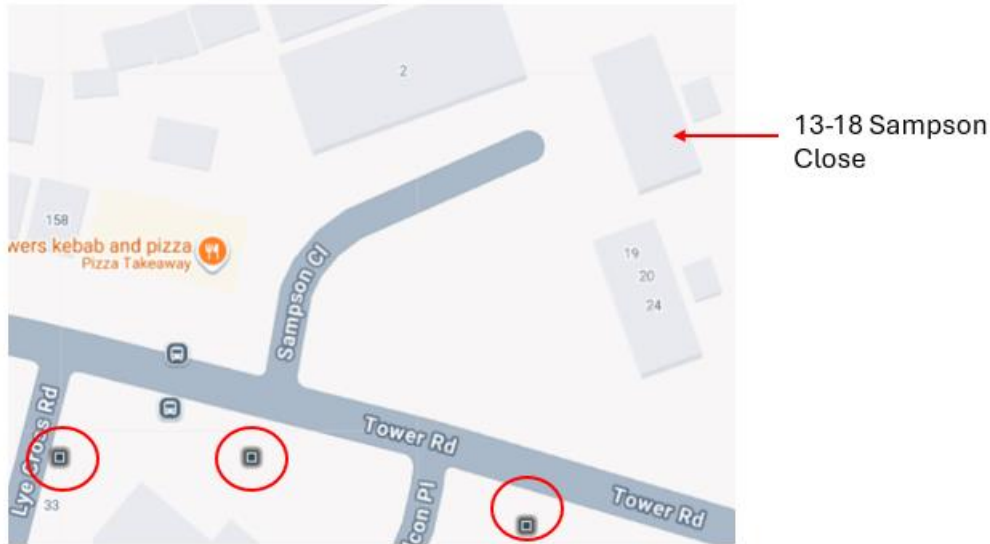
Intercom access and firefighter's switch

Externally the building has a timber and steel wired fenced perimeter, there is access to the rear from the side of the building which leads to the courtyard, this courtyard also supports the resident storage cupboards.



Timber and steel wired fencing perimeter and courtyard at the rear.

Location of the nearest Hydrants are located in between Lyle Cross Road and Falcon Place. There is also an additional hydrant located at further along Tower Road.



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	3 story
Date of Construction	1965
Construction Type	Traditional Brick Construction
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	No
Refuse Chute	External access to bin room
Access to Roof	Via 2 nd floor roof hatch
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 6 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 13-18 Sampson Close present an acceptable level of risk to fire.

- 1) The exterior of the building is predominately traditional brick construction with a pitched roof design with UPVC fascia boards to the roof line and interlocked concrete roof tiles above. Front entrance is through timber doors with glazing in the inserts of the door alongside spandrel panelling to the side door panel.



Front Elevation



Side and Rear Elevation

- 2) The front and rear entrance are positioned beneath a concrete canopy, Adjacent to the rear exit is the refuse bin store, which is enclosed by a timber door.



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



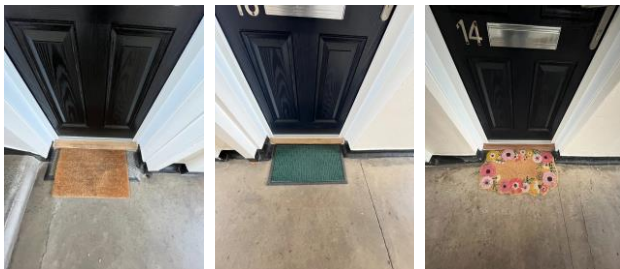
- 4) Front elevation of the building has vertically aligned cantilever balconies; these are only for flats on the 1st and 2nd floor. Balconies consist of a reinforced concrete floor slab with steel railings around.



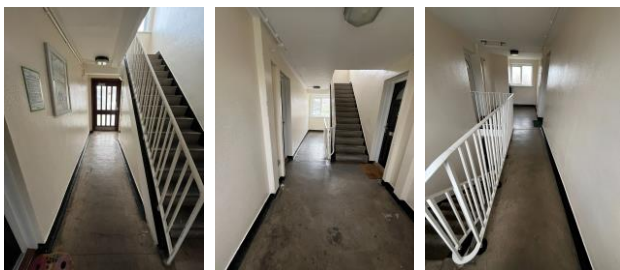
Section 7

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) Flat entrances have door mats placed within communal corridors, the fire rating is not known, however the condition and the size of these mats are acceptable.



- 3) All corridors, landing and staircase are of adequate width and are kept clear to promote & maintain safe exit in an event of fire.



2nd floor.

1st floor.

Ground floor.

- 4) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year, and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.



5) 13-18 Sampson Close consists of a single staircase that provides sufficient means of escape, this is located as you enter each block. The width of the staircases has been measured from handrail to the wall at a measurement of 945mm and 964mm. These stairs are kept clear to maintain safe means of escape.



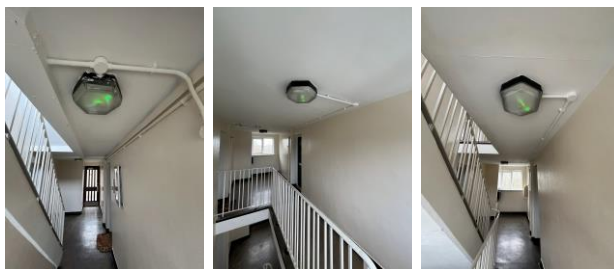
Ground to 1st & 2nd floor staircase.

6) UPVC windows units have been installed on the staircase landing and within the corridors to the flats, these windows can be opened without the use of a key to allow sufficient airflow into the corridor and stairwell. There is no automatic smoke ventilation system installed in this premises.



1st and 2nd floor landing

7) Emergency lighting is installed throughout the building, these are installed near final exit doors, communal staircase, landing and the corridors for flat entrances.



- 8) On both 1st floor and 2nd floor landings, there are bin chute hoppers within the means of escape, they do not present any obstruction in the event of safe evacuation. There is also a decommissioned incinerator installed on the 1st floor landing, this has been sealed shut with the use of aluminium metal sheeting.



- 9) The residents' electrical meters and distribution board for the block are housed in the electrical cupboard which is in the communal corridor as you enter the block.



- 10) All electrical cabling installed within the communal corridors and escape routes are channelled via metal electrical trunking and metal conduits.



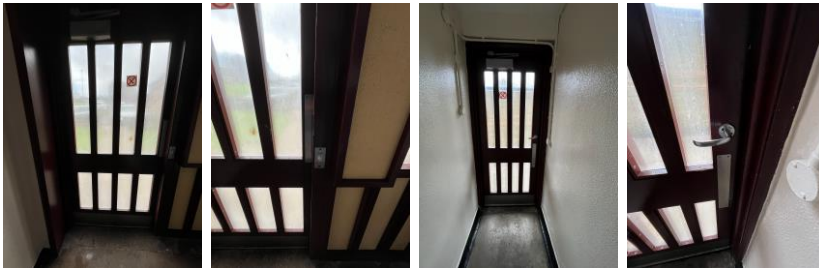
- 11) Electrical trunking located along the ground floor communal corridor is damage, resulting in the lid becoming dislodged and leaving the internal cabling exposed. It is recommended that the damaged trunking be replaced or repaired, and that the lid be securely refitted to ensure all cabling is fully enclosed and adequately protected.**
-



12) Flat 14 has a decorative wreath attached to the door, resident was not available to be advised.



13) There is a clear and safe exit out of the building via the two-ground floor exits. The front final exit door is accessed using a push button, this will fail safe in an emergency, the rear final exit door accessed by a levered handled.



Front final & Rear final exits.

14) The route out the block to ultimate safety is clear from both final exit doors.



Front and rear final exit routes

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 the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD3 Standard.
- 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
- 4) Access was obtained to **flat 16** to check for confirmation of detection – Hallway, lounge - LD2
- 5) SMBC's Job Manager system confirms detectors to LD2 standard were checked as part of the most recent annual gas service for **flat 16**.

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) The premises have a sufficient emergency / escape lighting system in accordance with BS 5266
- 2) Emergency lighting is serviced and checked by Sandwell Council contractor City Fire and monthly inspected by in house Sandwell electrical staff.

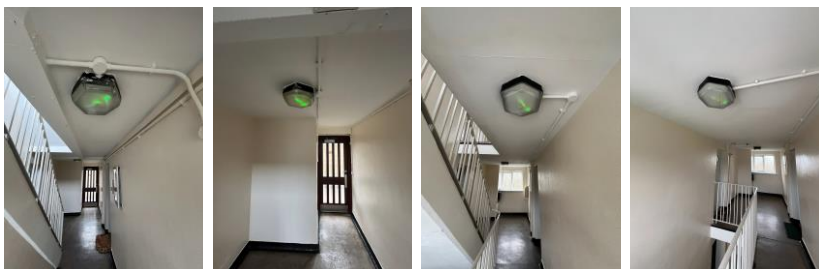


CF009 - SMBC - Emergency Lighting Test Certificate - Self-Contained Fittings

Job Details		
Job ID 193252	Client Name Dodd Group (Midlands) Limited	Site Name 13-18 SAMPSON CLOSE
Job Order Number SMBC_18586769	Details Of Client Dodd Group Ltd Stafford Park 13	Site Address
Client ID 25	Client Postcode TF3 3AZ	Site Post Code
Site ID 8,674		
System Details		
Manufacturer kosnic	Number of Fittings Onsite 6	
Inspections and Tests		
Type of inspection MONTHLY	Any luminaires having a repair has been internally cleaned NO	Are all luminaires labelled YES
All luminaires and/or signs are functioning correctly PASS	A visual check of the fixed wiring installation has been carried out YES	Log book completed YES
Each luminaire has been checked to ensure that the normal supply has been restored YES	Has any alteration to the building structure or layout affected the effectiveness of the emergency lighting system NO	Comments
All luminaires have been externally visually examined YES		
Sign Off Area		
NAME OF ENGINEER jamie davis	New Signature 	New Date 10/03/2026
Photos		
Photo Attachments	Photo Attachments	Photo Attachments
Photo Attachments	Photo Attachments	Photo Attachments



- 4) Emergency lighting is installed throughout the building; units are installed in communal areas e.g. stairways & corridors. Emergency light test switch is installed within the electrical cupboard on the ground floor,



Communal corridors on ground, 1st and 2nd floors

5) Emergency light on the 1st floor landing is not functioning, *email sent to the electrical team on the 31/03/2026. Repair has been scheduled.*



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 to provide as a minimum 1-hour vertical fire resistance and 30 min horizontal fire resistance around flats and stairwells. Flat entrance doors are 30-minute notional fire doors, including those in 1-hour rated walls.
- 2) Due to the premises having an open plan stairwell, provisions are in place to limit any potential risks in the communal area. The limit of combustibles and ignition sources are of a low level, alongside the use of FD30s fire rated fire doors to individual flat entrances, communal doors on staircase landings, service cupboards 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) Electrical Service cupboard on the ground floor which accommodates the residents' electrical meters and other electrical apparatus is secured by a FD30 and accessed using a 138 key.



- 4) **Electrical cupboard does not have the required combined smoke and intumescent seals installed.**



- 5) Access to the roof is by means of roof hatch which is on the 2nd floor landing, compartmentation was checked, roof space is layered with Rockwool insulation and there are no breaks in compartmentation to the roof line



- 5) All individual flats are installed with composite FD30s rated doors. Flat 16 was checked for the function of the self-door closing device and smoke seals. The self-closing device was tested from a range of opening angles to determine its function, no issues found.



Confirmation of Certified Composite FD30s at flat 16



Ground floor flats 13,14



1st floor flats 15,16



2nd floor flats 17,18

Block Name	Place-Re	Address	Front Door Type	Glazed / Not Glazed
Sampson Close 13-18 (O&E BL64700SA12		13 Sampson Close;Tividale;Oldbury;West Midlands;	Composite Door FD30s	Glazed
Sampson Close 13-18 (O&E BL64700SA12		13-18 Sampson Close;Tividale;Oldbury;West Midlands;	Intentionally Blank	
Sampson Close 13-18 (O&E BL64700SA12		14 Sampson Close;Tividale;Oldbury;West Midlands;	Composite FD30s	Glazed
Sampson Close 13-18 (O&E BL64700SA12		15 Sampson Close;Tividale;Oldbury;West Midlands;	Composite FD30s	Glazed
Sampson Close 13-18 (O&E BL64700SA12		16 Sampson Close;Tividale;Oldbury;West Midlands;	Certified Composite FD30s	Glazed
Sampson Close 13-18 (O&E BL64700SA12		17 Sampson Close;Tividale;Oldbury;West Midlands;	Composite FD30s	Glazed
Sampson Close 13-18 (O&E BL64700SA12		18 Sampson Close;Tividale;Oldbury;West Midlands;	Composite FD30s	Glazed

6) Intumescent seals have been installed within the chute hoppers on the 1st and 2nd landing



Section

11

Fire Fighting Equipment

- 1) There is no firefighting equipment on this premises.

Section 12

Fire Signage

- 1) Fire door keep shut signs are displayed where appropriate, on external electrical cupboard and communal fire doors display Fire Door Keep Shut/Locked” sign.



Fire signage on electrical cupboard

- 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. Signage is also displayed in the external refuse cupboard located next to the entrance doors.



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. Recent unsatisfactory EICR was carried out on the 24/09/2025. At Present waiting on a satisfactory EICR from the electrical team, *email sent on 23/03/2026 2026 remedial work has been scheduled in for the block,*
- 7) Electrical service cupboard on the ground floor which is located within the communal corridor near the rear final exit, this is secured behind a FD30 fire door. Cupboard is free from any combustibles.



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



**Section
15**

Waste Control

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



- 2) Refuse bin is stored in a secured bin room that is located next to the rear entrance of the building. This is kept secure by a means of a sliding bolt. Bins Are regularly emptied by site services.



- 3) Both 1st and 2nd floor internal refuse chutes are clear of any rubbish.



- 4) Regular checks by Caretakers minimise risk of waste accumulation. 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) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
- 2) Both blocks have restricted access, this is via a key lock, each resident has their own fob to gain access. There is an intercom system that can allow visitors and contractors in.



Front and rear entrance doors with access system.

- 3) There is no current evidence of arson.
- 4) The perimeter of the premises is well illuminated. The front and rear both have external lighting units installed.



- 5) There have been no reported fire incidents at 13 - 18 Sampson Close 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.
- 5) Residents have external storage units to the rear of the building; these are kept secure by residents themselves.



- 6) Resident external storage cupboard to the rear has a door removed, leaving stored combustibles easily accessible to arson.
Email sent to repairs on 13/04/2026.



**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:


13 -18 Sampson Close

Date of Action Plan:

16th April 2026

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/11	Ground floor communal corridor, electrical trunking damaged exposing cables, Replace and make secure.		P2	1-3 Months Electrical Team	

Fire Risk Assessment

7/12	Flat 14 has decorative wreath attached to the front entrance door. Housing officer to engage with resident on removal.		P2	1-3 Months Housing Manager	
10/4	Ground floor Electrical cupboard requires installation of combined smoke and intumscent seals.		P2	1-3 Months Fire Rapid Response	

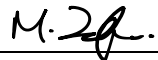



Observations

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 unsatisfactory EICR is due for remedial works via the Electrical Team, once this works has been completed and an Satisfactory EICR is issued, the FRA is to be updated.

Signed

	Fire Risk Assessor	Date: 16 th April 2026
	Building Safety Manager	Date: 16 th April 2026

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

Name of property: 13-18 Sampson Close

Updated: 14/03/2025

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 (Derek Still Tel:- 0121 569 5077).		



Report No.: J411504
 Nature of Work: Management Survey
 Issue Date: 19/03/2025
 Client Name: Sandwell MBC (formerly Homes)
 Building Services, Direct 2 Trading Estate, Roway Lane,
 Oldbury, West Midlands, B69 3ES
 UPRN: BL64700SA12 2
 Site Address: 13-18 Sampson Close, Oldbury, B69 1NL



Order Placed By: Dean Harding
 Site Contact: Communal
 Date(s) of Work: 04/03/2025
 Technical Manager: D Ely CCP (Asbestos)
 Assistant Surveyor(s): Not Applicable

Lead Surveyor:

Jack Baldwin
Asbestos Surveyor

Authorised Signatory:

Daniel Sandiford
Technical Review Officer
19/03/2025

Non-accredited activities are present within this report.

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