

# Fire Risk Assessment

**14-18**

**Bishops Close,  
Smethwick,  
B66 2RD**



**Date Completed: 26/05/2026**

**Review Period: 3 years.**

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

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

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**Current Risk Rating = Tolerable**

**Subsequent reviews**

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

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## Section

# 0

## Introduction

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

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

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

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

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

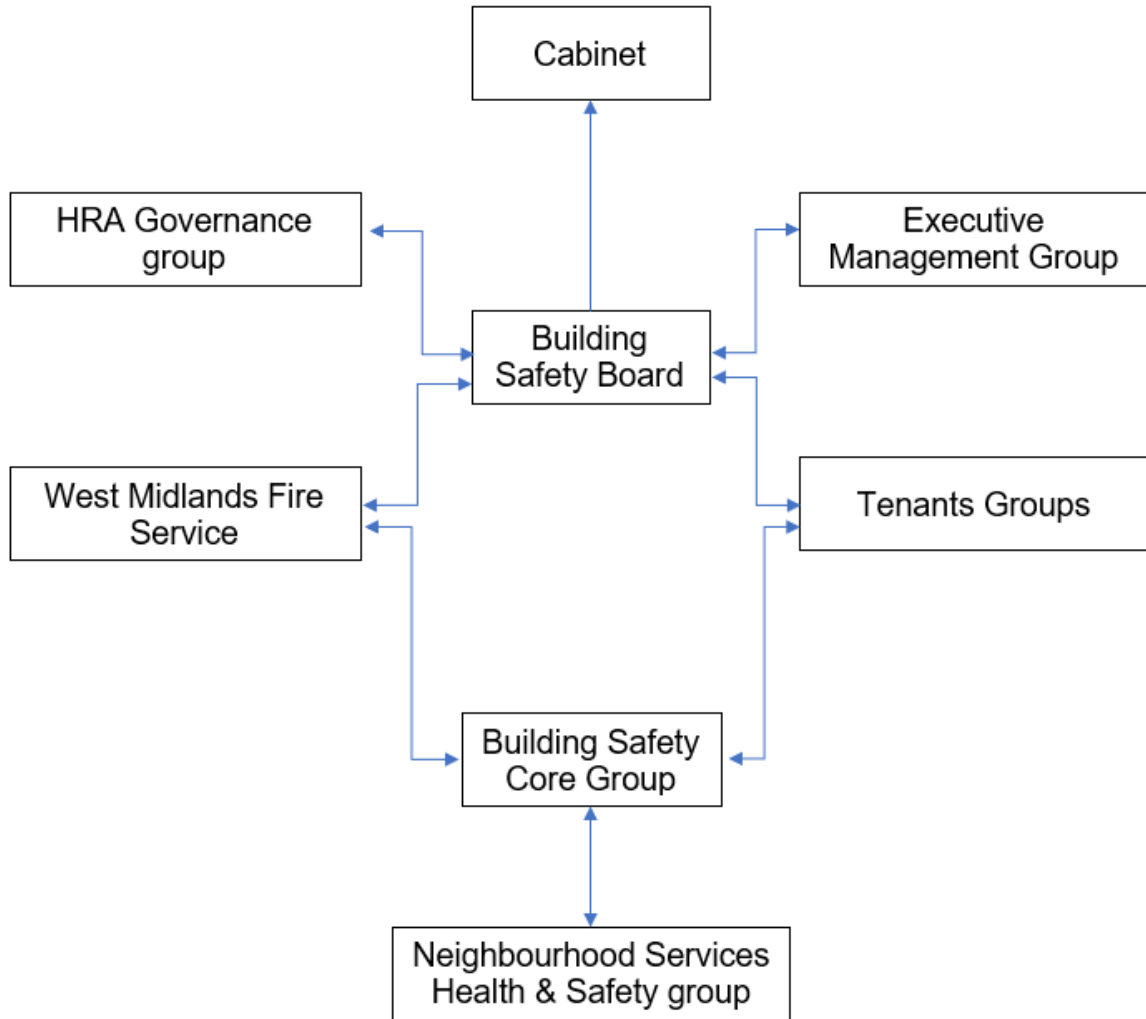
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The above processes and procedures are overseen by the Fire Safety, Facilities and Premises Manager who reports to the Business Manager -Surveying and Fire Safety.

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

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

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## Section

## 1

## Significant findings

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

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

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

### Significant findings

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

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

Section number	Section Area	Individual Risk Level
<a href="#">Section 6</a>	<p><b>External Envelope</b></p> <p>The premises comprise a brick cavity external envelope with a flat roof system and uPVC double-glazed window units serving the residential accommodation. Access is provided via two timber entrance doors incorporating glazed panels.</p> <p>At ground-floor level, three integral garages are situated directly beneath the first and second</p>	Trivial

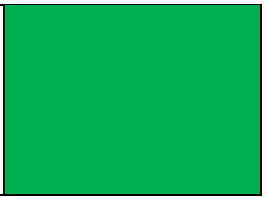
	<p>floors, with additional flat-roofed garages positioned along the side elevation.</p> <p>Adjacent to the main entrance on Bishops Close, a dedicated refuse storage area is enclosed behind timber doors. The bin store contains a galvanised steel wheelie bin and an associated bin chute.</p>	
<p><a href="#">Section 7</a></p>	<p><b>Means of Escape from Fire</b></p> <p>The building is served by a single protected staircase constructed in concrete, providing the primary means of escape for all occupants. The communal corridors and stairways are of concrete construction throughout, offering an inherently robust level of fire resistance.</p> <p>Inspection of flat entrance doors was not possible during the assessment as no residents were available to grant access. Externally, the doors appeared generally compliant; however, several notional timber doors were noted. These should be upgraded to fully certified FD30(S) fire-resisting doors as part of future planned works.</p> <p>The ground-floor flat is located within a separate communal lobby. This area is divided from the main circulation space by a glazed screen and a self-closing timber door. Due to the flat having windows that open directly onto this lobby, would recommend that the glazed communal windows be upgraded to a fire rated unit to include Georgian wired safety glass, and the door replaced with a certified FD30 fire door with a vision panel to maintain adequate separation. These works have been raised with the head of compliance, in the short term the door needs repairing so it closes fully within the frame.</p>	<p>Tolerable</p>

	<p>An electrical intake cupboard housing the mains supply and individual meters is located beneath the staircase at ground-floor level, secured behind a steel door. Access could not be gained at the time of inspection, and its fire-resisting performance could therefore not be confirmed.</p> <p>All visible electrical cabling within the communal areas is contained within steel trunking, appropriately secured to walls and ceilings, reducing the risk of premature cable failure during fire conditions.</p> <p>The bin hopper door located on the second floor requires replacement or refurbishment to ensure they are fitted with compliant intumescent seals.</p> <p>A few over-cupboards to the electrical and gas meters were found to be damaged, with deterioration to the casing. These cupboards should be replaced to ensure they provide adequate enclosure and maintain the required standard of fire protection.</p>	
<p><a href="#">Section 8</a></p>	<p><b>Fire Detection and Alarm Systems</b></p> <p>Each flat is equipped with a fire detection system that meets at least the LD3 standard.</p> <p>No detection in communal areas.</p>	<p>Trivial</p>
<p><a href="#">Section 9</a></p>	<p><b>Emergency Lighting</b></p> <p>No emergency lighting is provided within the block. Lighting can be obtained from standard lights, the landing windows also the entrance door.</p> <p>It is recommended that the lighting is upgraded to emergency lighting to adhere to the guidelines set out in the Gov.uk Fire Safety in Purpose-Built Blocks of Flats Guide.</p>	<p>Trivial</p>

	There is lighting externally installed to the building on the courtyard sides of the building.	
<a href="#">Section 10</a>	<p><b>Compartmentation</b></p> <p>The building is constructed to provide 1-hour vertical and horizontal fire resistance around all flats.</p> <p>Flat entrance doors are a minimum notional FD30 timber, offering approximately 30 minutes' fire resistance. Recommend these are upgraded within future upgrades.</p> <p>A couple of the over cupboards for the electrical and gas meters require replacing due to damage to the casing.</p>	Trivial
<a href="#">Section 11</a>	<p><b>Fire Fighting Equipment</b></p> <p>The premises have no provision for firefighting equipment.</p>	Trivial
<a href="#">Section 12</a>	<p><b>Fire Signage</b></p> <p>There is sufficient Fire door keep shut signs &amp; No Smoking signage in place.</p>	Trivial
<a href="#">Section 13</a>	<p><b>Employee Training</b></p> <p>All staff receive basic fire safety awareness training.</p>	Trivial
<a href="#">Section 14</a>	<p><b>Sources of Ignition</b></p> <p>The fixed electrical installation should be tested every 5 years. Last EICR was carried out on the 20/08/2025</p>	Trivial

Fire Risk Assessment

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	<p>Recommendation: Remove gas meter from the communal area, this is to be carried out by Cadet.</p>	
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<p><a href="#">Section 15</a></p>	<p><b>Waste Control</b></p> <p>Waste is disposed of via the internal bin-chute hoppers located on the first and second floors, with the bin room positioned behind double timber doors externally on the ground floor.</p> <p>The bin within the bin room was overflowing at the time of the FRA. Will email the caretaker to check that this is being managed. <i>Email sent 26/05/2026</i></p> <p>The chute hopper on the 2<sup>nd</sup> floor requires repair or replacement due to the condition of the seal.</p>	<p>Trivial</p>
<p><a href="#">Section 16</a></p>	<p><b>Control and Supervision of Contractors and Visitors</b></p> <p>Contractors are controlled centrally, and hot works permits are required where necessary.</p>	<p>Trivial</p>
<p><a href="#">Section 17</a></p>	<p><b>Arson Prevention</b></p> <p>The front entrance/exit door is accessible by a call point, fob and fireman's drop key. The rear by a fob only.</p>	<p>Trivial</p>
<p><a href="#">Section 18</a></p>	<p><b>Storage Arrangements</b></p> <p>There are storage cupboards situated internally on the ground floor and accessible with the use of a resident key.</p> <p>Residents should not store fuel or LPG Cylinders in their home or storage facilities.</p>	<p>Trivial</p>



**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

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## Comments

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

A Type 1 Fire Risk Assessment of the premises at Bishops Close 14-18 has been carried out. The assessment included a thorough inspection of the site's layout, identification of potential fire hazards, and evaluation of existing fire safety measures. The findings and recommendations have been documented.

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

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

It is recommended that emergency lighting be installed throughout the communal areas, as the building exceeds two storeys and requires adequate illumination to support safe evacuation in the event of a power failure.

On the ground floor, the section that separates the ground-floor flat from the remainder of the communal area should be upgraded to provide enhanced fire protection. Specifically, the glazed panel should be replaced with Georgian wired safety glass, and the separating door should be upgraded to a certified FD30S self-closing fire door. This will ensure the lobby provides suitable fire-resisting separation between the flat and the escape route.

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

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

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

<b>Risk level</b>	<b>Action and timescale</b>
<b>Trivial</b>	No action is required, and no detailed records need to be kept.
<b>Tolerable</b>	No major additional fire precautions are required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
<b>Moderate</b>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time 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.
<b>Substantial</b>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
<b>Intolerable</b>	Premises (or relevant area) should not be occupied until the risk is reduced.

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

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**Section**

**2**

**People at Significant Risk of Fire**

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

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

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

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

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

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

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**Section**

**3**

**Contact Details**

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

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

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

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

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

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

**Section  
4**

**Description of Premises**

14-18  
Bishops Close  
Smethwick  
B66 2RD



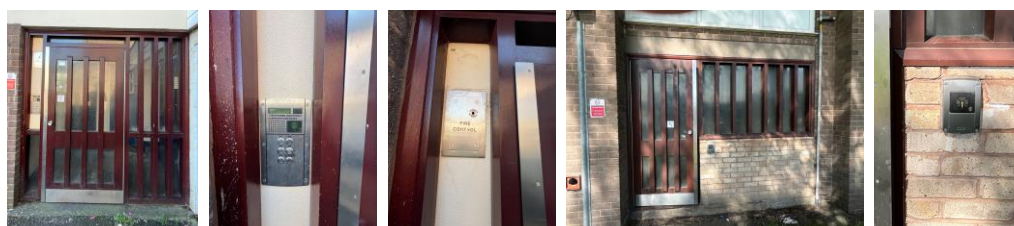
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Based on the assessment, the likelihood of a fire is deemed medium prior to the implementation of the action plan, due to the identified normal fire hazards.

The low-rise three-storey block was built in 1969 using traditional brick cavity and concrete construction. The building has a flat bitumen-felt roof with uPVC fascia boards fitted around the roofline.



The building is a detached residential block positioned at the end of the close. Access is provided from the front via Bishops Close and from the rear via the A457 Grove Lane. The entrance and exit doors are of timber construction with glazed panel insets. Front-entrance access is controlled by a fob system, flat call button, and fire-service drop key, while the rear entrance is fob-controlled only.



Located at the front of the premises and under the first and second floors of the block are 3 garages. These were not accessible at the time of the FRA. one of the garages was out of use and had been boarded up.



The blocks bin store is located adjacent to the front door. This is secured by two timber doors. Within this store is a commercial-grade metal wheelie bin, functioning as the receptacle for refuse discharged via the block's bin chute.



The enforcing authority is West Midlands Fire Service.  
The nearest fire station is Smethwick Fire Station,  
located approximately 1.6 miles away.

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

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

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High/Low Rise	Low-Rise
Number of Floors	3
Date of Construction	1969
Construction Type	Traditional brick & concrete
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	Yes
Access to Roof void	No, flat roof
Equipment on roof (e.g. mobile phone station etc)	None

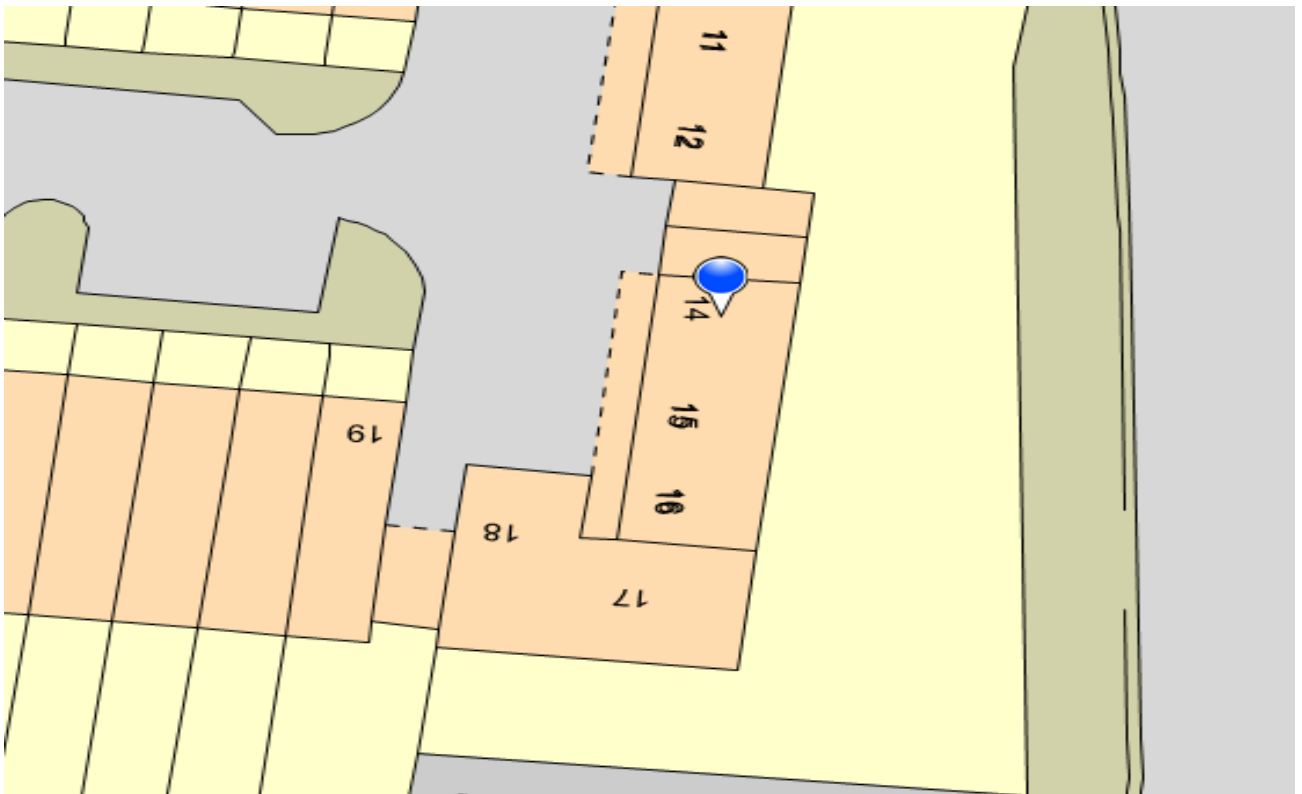
### Persons at Risk

Residents / Occupants of 5 flats total,  
Visitors,  
Sandwell MBC employees,  
Contractors,  
Service providers (e.g. meter readers, delivery people etc)  
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

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**Section  
5**

**Building Plan**



## Section 6

# External envelope

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

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

- 1) The external surface of the building is predominantly brick structure. The building has a flat bitumen-felt roof with uPVC fascia boards fitted around the roofline



- 2) uPVC double-glazed units have been installed in each flat and within the communal stairway, most of the large units have spandrel panels fitted on the lower sections of the units. The entrance doors are a timber construction with glazed panels.



- 3) Beneath the first and second floors, and accessed from the front elevation of the building, are three garages forming part of the external envelope. These garages remain secured at all times using residents' keys. At the time of the assessment, one garage was found to be boarded up. As access could not be gained at the time of the FRA, the fire-resisting compartmentation and general fire safety condition of the garages could not be confirmed.



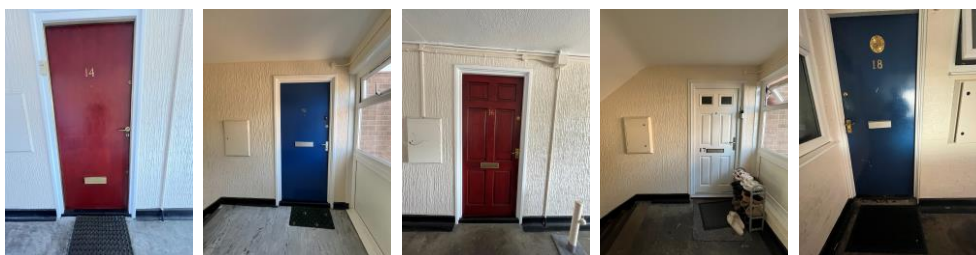
- 4) Adjacent to the front entrance of the block is a secure bin store. The store houses a large galvanised steel bin which serves the building's bin chute system. Access to the bin store is restricted to authorised users to ensure appropriate control of waste and reduce fire loading in this area.



## Section 7

### Means of Escape from Fire

- 1) Each property is fitted with a minimum of an LD3 detection system within the flat. See Section 8
- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum
- 3) None of the corridors that form part of the means of escape are dead ends.
- 4) Majority of the flats within the block are fitted with timber notional doors, with one flat having a composite FD30s door fitted.



Bishops Close 14-18 (O& BL05410BIS)	14 Bishops Close; Smethwick; West Midlands;;	Timber Door FD30s	Not Glazed
Bishops Close 14-18 (O& BL05410BIS)	15 Bishops Close; Smethwick; West Midlands;;	Timber Door FD30s	Not Glazed
Bishops Close 14-18 (O& BL05410BIS)	16 Bishops Close; Smethwick; West Midlands;;	Timber Door FD30s	Not Glazed
Bishops Close 14-18 (O& BL05410BIS)	17 Bishops Close; Smethwick; West Midlands;;	IG Doors	Glazed
Bishops Close 14-18 (O& BL05410BIS)	18 Bishops Close; Smethwick; West Midlands;;	Timber Door FD30s	Not Glazed
Bishops Close 14-18 (O& <b>BL05410BI</b> )	Bishops Close 14-18; Smethwick; West Midlands;;	Intentionally Blank	

- 5) Access was attempted to the properties as part of the risk assessment. This was to ensure the doors have not been tampered with by residents.
  - a) Flat 14: No answer
  - b) Flat 15: No answer
  - c) Flat 16: No answer
  - d) Flat 17: No answer
  - e) Flat 18: No answer

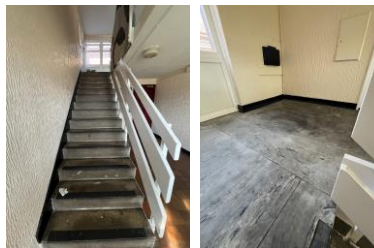
- 6) Within the block each floor is accessed via a single staircase that provides a means of escape for the flats on the 1<sup>st</sup> and 2<sup>nd</sup> floors, the width of the staircase is 1.059m handrail to wall.



- 7) Furthest travel distance to the escape stairs is approx. 3.5m



- 8) The flooring and stairway within this property are concrete construction. On the 2<sup>nd</sup> floor there is a vinyl covering. The fire rating of this flooring is not known and should be removed in future refurbishments.



- 9) Automatic smoke ventilation is not employed. Windows fitted on the stairwell are fitted with manual openers; the windows will assist in additional lighting and any ventilation required.



10) The final exit doors are operated using either a handle or push button to egress the building and are also fitted with automatic closing devices that are checked on a regular basis by caretaking teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s). The final exit doors have door entry systems installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.



11) 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.



12) No emergency lighting is installed on the communal landings or stairways. Borrowed light is obtained through the communal windows and by the standard lights fitted. See section 9/2



13) Adjacent to the flat entrance doors, there are service over-cupboards. Access to these cupboards was not possible at the time of the assessment, it was noticed a number of the over cupboards were damaged and are in need of replacing.

**a) Flat 16: Electrical over cupboard adjacent to flat 16 is damaged and needs replacing.**



**b) Flat 16: Gas over cupboard adjacent to flat 16 is damaged and needs replacing.**



**c) Flat 18: Electrical over cupboard adjacent to flat 18 does not close tightly and requires repairing or replacing.**



14) On the 1st and 2nd floors, a bin-chute hopper door is located adjacent to the flat entrances for residents to dispose of refuse bags.

a) **The hopper door on the 2<sup>nd</sup> floor requires new seals or replacing.**



b) Within the communal area on the ground floor next to the final exit the control unit is installed within a steel cupboard that operates the final exit door electronics. Below that there is a large steel door that stores the mains electric supply. No access was gained at the time of the FRA.



15) Within the ground floor communal areas, there are several resident-accessible storage cupboards; however, these were not accessible at the time of the fire risk assessment as they were locked. As a result, no internal inspection could be carried out, and the condition of the internal compartmentation or the nature of any stored items could not be verified.



**16) Adjacent to Flat 18 on the ground floor, the door leading into the communal area at the base of the staircase does not close correctly and fails to sit flush within the frame. This needs to be rectified in the short term.**

**The existing door is not fire-resisting and must be replaced with a fully compliant FD30s fire door with vision panel, also including certified fire-rated ironmongery, smoke seals, and an effective self-closing device to ensure reliable performance in the event of fire.**

**The adjoining glazed window unit within the same dividing wall is also non-fire-resisting. This glazing must be upgraded to a minimum 30-minute fire-resistant system, ensuring the entire wall construction provides the required level of compartmentation.**

**This deficiency was also identified during the previous fire-risk assessment and remains outstanding. The issue has been escalated to the Head of Compliance for further action.**

**These items have been formally highlighted for remedial action and will be reviewed again in six months to confirm completion and compliance.**



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

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*Definitions Fire Doors.*

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

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

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

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

*Classifications of FD30 and FD30s fire doors include timber-based options designed to provide 30 minutes of fire resistance, with the "s" suffix indicating additional smoke sealing capabilities. Timber notional doors are a distinct category within this, referring to older, existing timber doors—often in older residential buildings—that are deemed capable of providing 30 minutes of fire protection based on an inspector's assessment rather than formal, modern fire testing certification.*

**Section**

**8**

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## **Fire Detection and Alarm Systems**

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

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

- Flat 14 has LD3 installed (information gained from Job Manager)
- Flat 15 has LD3 installed (information gained from Job Manager)
- Flat 16 No record of system due to being a leaseholder
- Flat 17 No record of system due to being a leaseholder
- Flat 18 has LD3 installed (information gained from Job Manager)

*For information*

*LD1 all rooms except wet rooms*

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

*LD3 Hallway only*

- 2) There is no effective means for detecting an outbreak of fire to communal areas. The reason for this is:
- I. Such systems may get vandalised.
  - II. False alarms would occur.
  - III. A Stay Put – Unless policy is in place

## Section

# 9

## Emergency Lighting

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- 1) The premise is not fitted with emergency lighting
- 2) The communal landings and stairways within this three-storey block are not provided with emergency lighting. *Approved Document B, paragraph 3.41* requires that, except for two-storey blocks of flats, all escape routes must have adequate artificial lighting, with escape lighting operating in the event of a mains power failure. To meet this requirement and comply with the *Regulatory Reform (Fire Safety) Order 2005*, it is recommended that emergency lighting is installed throughout the escape routes as part of future upgrade works. At present, illumination is limited to standard luminaires and natural light from the landing window and final exit door.

[Approved Document B](#) See page 35 paragraph 3.41



## Section 10

# Compartmentation

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*This section should be read in conjunction with Section 4*

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

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

- 2) The building is designed to provide as a minimum 1-hour vertical and horizontal fire resistance, except at entrance to flats which is a minimum of 30-minute fire door.
- 3) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put -Unless policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them or if they are advised to evacuate by the emergency services.
- 4) The existing fire-stopping measures are fit for purpose (unless listed within this Fire Risk Assessment), and a cyclical programme is in place to ensure that the fire-stopping has not been compromised by third parties and to make enhancements where necessary.
- 5) A variety of methods / materials have been used to achieve fire-stopping such as intumescent mastic around penetrations.
- 6) Flat entrances are fitted with notional and composite door sets (See *section 7/5*).
- 7) Gas Service Cupboard located ground floor outside flat 2: The gas meter should be relocated to an external position to remove the hazard from the communal escape route. SMBC Gas team have contacted Cadent to explore this option 19/01/2026 following the concern over previous blocks; however, Cadent have confirmed that they have no planned works to relocate the meters within the next 12 months.

As such, interim measures are required, including:

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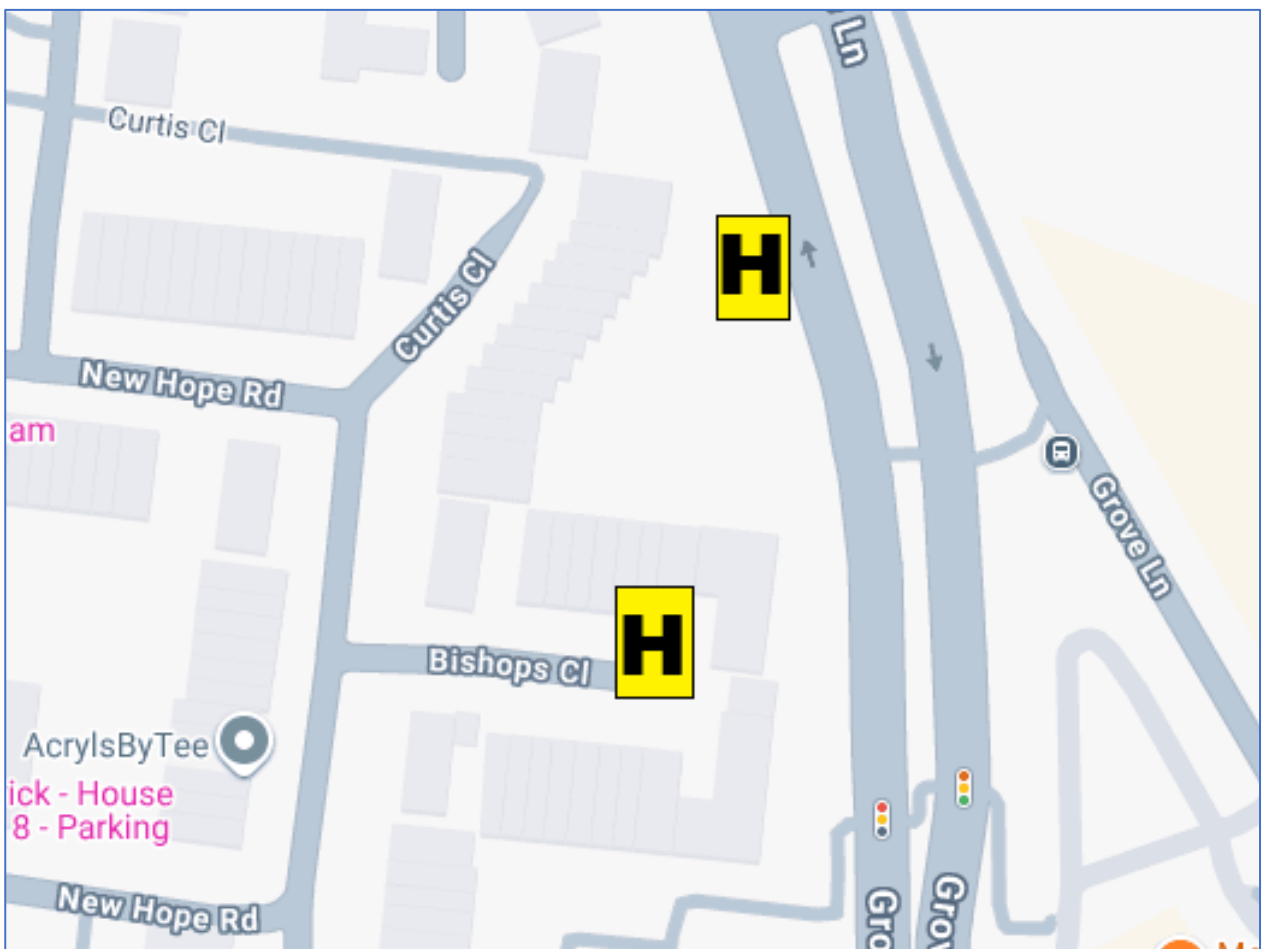
- Installing suitable external ventilation to the meter cupboards.
- Upgrading the cupboard doors to fire-resistant construction.
- Fitting appropriate lockable door furniture.
- Adding compliant gas-meter identification signage.

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

**Section  
11**

**Fire Fighting Equipment**

- 1) There is no firefighting equipment on this premises.
- 2) Nearest fire hydrant is indicated within the attached plan. Information from <https://dataservices.riscauthority.co.uk/map/index>



**Section  
12**

**Fire Signage**

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1) The service cupboard on the ground floor has the correct signage fitted



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



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

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**Section  
13**

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**Employee & Resident  
Training/Provision of Information**

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- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
  - 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
  - 3) Caretaking teams are not currently trained in the effective use of fire extinguishers.
  - 4) Fire safety has been provided as part of tenancy pack.
  - 5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.
-

**Section  
14**

**Sources of Ignition**

- 1) Smoking is prohibited on entrance and within any communal parts of the building in line with Smoke Free England legislation.
- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager.
- 4) The fixed electrical installation shall be tested every 5 years. The date of the last EICR was 23/02/2026.



- 5) Portable heaters are not allowed in any common parts of the premises.
- 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.

**Section  
15**

**Waste Control**

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



- 2) The refuse bins for Bishops Close 14-18 are stored at the side of the premises within a designated storage cupboard. This area also functions as the bin-chute room, with hopper doors located on the 1st and 2nd floors for residents to dispose of refuse. The bins are emptied as part of the routine waste collection service.



- 3) 'Out of Hours' service is in place to remove bulk items.

**Section  
16**

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## **Control and Supervision of Contractors and Visitors**

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- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
  - 2) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
  - 3) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the local housing office. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.
  - 4) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -
    - a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
      - Health and Safety.
      - Site Security.
      - Safety of working and impact on children/school business.
      - Fire risk, if any.
        - Site Emergency Plan.
    - b) Monthly Site Meetings – 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**

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## **Arson Prevention**

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- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
  - 2) Access to the premises is by means of a fob, individual flat call point and by using a fire fighters drop key.
  - 3) There is no current evidence of arson.
  - 4) There have been no reported fire incidents since the last FRA.
-

**Section  
18**

**Storage Arrangements**

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- 1) Residents instructed not to bring L.P.G cylinders into block.
- 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
- 3) Residents should not store flammable liquids or gas cylinders on site.
- 4) No Flammable liquids stored on site by Caretakers / Cleaners.
- 5) There is a storage cupboard for each flat upon the ground floor and is locked by a tenant only key.



**Section**  
**19**

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**Additional Control Measures.**  
**Fire Risk Assessment - Action Plan**

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Significant Findings.

**Action Plan**

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

Trivial       Tolerable

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

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

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

P4 Arrange and complete exceeding 6 months under programmed work

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# Fire Risk Assessment Action Plan



Name of Premises or Location:


Bishops Close 14-18

Date of Action Plan:


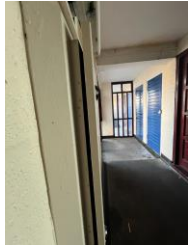

28/05/2026


Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/13a	<b>Flat 16:</b> Electrical over cupboard adjacent to flat 16 is damaged and needs replacing.		P3	Within 3-6 months Electrical	

Fire Risk Assessment

7/13b	<b>Flat 16:</b> Gas over cupboard adjacent to flat 16 is damaged and needs replacing.		P3	Within 3-6 months Gas	
7/13c	<b>Flat 18:</b> Electrical over cupboard adjacent to flat 18 does not close tightly and requires repairing or replacing.		P3	Within 3-6 months Electrical	
7/14a	<b>2<sup>nd</sup> Floor:</b> Replace hopper door seals		P3	Within 3-6 months Metal Fitters	

7/16	<p><b>Ground floor:</b> Communal door adjacent flat 18, ease / rehang door so it closes fully in to the frame.</p>		P2	Within 1-3 months Fire Rapid Response	
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**Observations/Recommendations**

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).



**Emergency lighting:** It is recommended that compliant emergency lighting be incorporated during future refurbishment works. At present, illumination is provided only by standard lighting and natural light from nearby doors and windows.

**Ground Floor Dividing Wall:** The ground-floor flat is located within a separate communal lobby. This area is divided from the main circulation space by a glazed screen and a self-closing timber door. Due to the flat having windows that open directly onto this lobby, would recommend that the glazed communal window unit to be upgraded to a suitable fire rated frame and to include Georgian wired safety glass, and the door replaced with a certified FD30 fire door with vision panel to maintain adequate separation. This has been raised with the head of compliance to action, and it will be reviewed in 6 months.

Fire Risk Assessment

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**Signed**

	Fire Risk Assessor	Date: 28/05/2026
	Team Lead Fire Safety	Date: 28/05/2026



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

Name of property: Bishops Close 14-18

Premise Manager: Teresa Warren-Donley Tel. No.: 0121 569 2975

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



**Report No.:** J420729  
**Nature of Work:** Management Survey  
**Issue Date:** 03/06/2025  
**Client Name:** Sandwell MBC (formerly Homes) Building Services, Direct 2 Trading Estate, Roway Lane, Oldbury, West Midlands, B69 3ES  
**UPRN:** BL05410BI50 2  
**Site Address:** 14-18 Bishops Close, Smethwick, B66 2RD



**Order Placed By:** Dean Harding  
**Site Contact:** Dean Harding  
**Date(s) of Work:** 06/04/2025  
**Technical Manager:** D Ely CCP (Asbestos)  
**Assistant Surveyor(s):** Not Applicable  
**Lead Surveyor:**

Daniel Carver  
Asbestos Analyst & Surveyor

**Authorised Signatory:**

Louise Farmer  
Technical Review Officer and Asbestos Consultant  
03/06/2025

Non-accredited activities are present within this report.

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