

Fire Risk Assessment

1-20

**Crystal House,
Smethwick,
B66 3JT**



Date Completed: 10/06/2026

Review Period: 3 years.

Officer: S. Henley Fire Risk Assessor /

H Russon Resident Engagement Officer

Checked by: J Blewitt Team Lead Fire Safety

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.

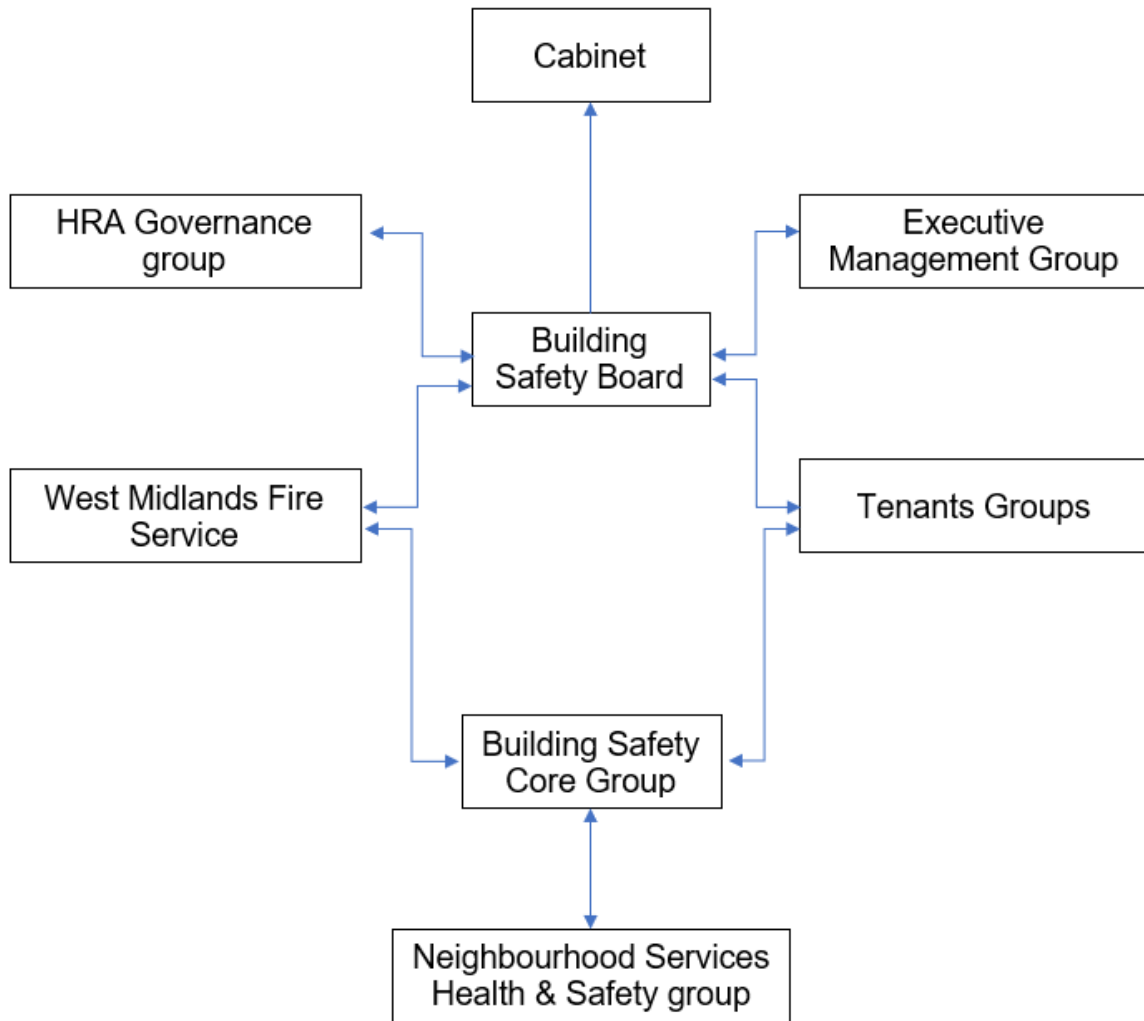
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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 in order to comply with the RR(FS)O 2005.

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	External Envelope The building's external envelope consists of traditional brick cavity wall construction with uPVC double-glazed window units fitted throughout. The roof is finished with concrete interlocking tiles, and the roofline incorporates uPVC soffits and fascia boards. Externally, the building includes two hopper chute door one on either side of the block, accessed via concrete steps and a bin store on the ground floor secured behind a padlocked	Trivial

	timber door. Two communal entrances doors are present, each equipped with fob-controlled access, a manual call point, and a fireman's drop-key facility. The block contains twenty flats in total. Ten flats have direct external access at ground level to fresh air, while the remaining ten are located on the second-floor via an open-deck walkway. This is a four-storey building with each flat being 2 storeys.	
Section 7	Means of Escape from Fire Means of escape is provided via two protected staircases, positioned at opposite ends of the main block. Each staircase is directly attached to the building but separated from the accommodation by self-closing fire-resisting doors, maintaining protected route integrity. The ten flats located on the second-floor open-deck walkway benefit from external deck access, with uPVC windows positioned above the minimum 1.2 m required height to ensure a safe escape route past the façade if required. The remaining ten flats at ground-floor level each have direct egress to open air through their individual flat entrance doors, providing immediate egress to a place of ultimate safety. This arrangement provides a combination of protected stairway escape and direct external egress.	Tolerable
Section 8	Fire Detection and Alarm Systems Individual flats have a fire detection system fitted to a minimum of a LD3 standard. No detection in communal areas.	Trivial

Section 9	Emergency Lighting These premises are fitted with emergency lighting along the walkway and the stairs.	Tolerable
Section 10	Compartmentation The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. Doors are 30-minute fire doors, including those in 1-hour rated walls.	Trivial
Section 11	Fire Fighting Equipment The premises have no provision for firefighting equipment.	Trivial
Section 12	Fire Signage There is sufficient 'Fire Door – Keep Shut/Locked' and 'No Smoking' signs are already 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 should be tested every 5 years. Last EICR was carried out on the 03/04/2023.	Trivial
Section 15	Waste Control Caretakers undertake regular checks and waste bin is stored within a room fitted with a chute and fire doors.	Tolerable

Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
Section 17	Arson Prevention The entrance/exit doors have door entry systems installed. The doors are to be kept always shut and this is highlighted to residents and visitors using 'Keep Door Shut' signage. There are several signs of arson within the block. These are within the bin room and on the stairways.	Trivial
Section 18	Storage Arrangements Residents should not store fuel or LPG Cylinders in their home or storage facilities.	Trivial

Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

- Low** Unusually low likelihood of fire because of negligible potential sources of ignition.
- Medium** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
- High** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

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

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

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

A Type 1 Fire Risk Assessment of the premises at Crystal House 1-20, Smethwick 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 all flats appear to be fitted with FD30 rated doors, smoke/heat detection systems installed to a minimum of LD3 in all flats, two final exit doors, and a stay-put strategy is in place.

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

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

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

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

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

Section

2

People at Significant Risk of Fire

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

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

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

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

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

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

Section 3

Contact Details

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

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

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

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

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 Teresa Warren-Donley		
Building Safety Managers Adrian Jones Andrew Froggatt Carl Hill Louis Conway	Fire Risk Assessors Mohammed Zafeer Stuart Henley 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

1-20
Crystal House
Smethwick
B66 3JT



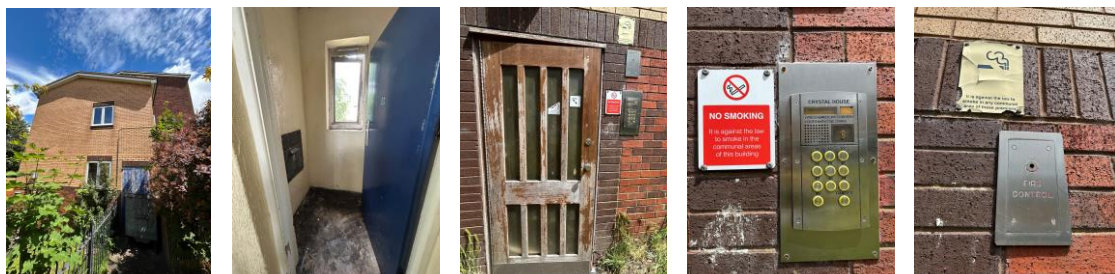
A Type 1 Fire Risk Assessment of the premises at 1-20 Crystal House, Smethwick has been carried out. The assessment included a thorough inspection of the site's layout, identification of potential fire hazards, and evaluation of existing fire safety measures. The findings and recommendations have been documented.

These low-rise, four-storey blocks over two floors were constructed in 1967 using traditional brick cavity and concrete construction. The roofs are pitched and finished with concrete interlocking tiles.

The block comprises of 20 flats in total with 10 flats on each floor. Each flat covers 2 storeys, 10 ground floor flats lead out to fresh air, and the 10 on the 2 floors are accessed via open deck access. Flats are fitted with uPVC windows. The block is served by a protected staircase at either end of the block that leads to timber with glazed panel final exit doors, which are fitted with push buttons to facilitate easy evacuation. This arrangement provides adequate escape routes for occupants.



At each end of the block, you have a chute hopper door accessed via approx. half a dozen concrete steps; these chute hopper doors are for the flats that area sited on the ground floor. Next to these there is a padlocked timber door that accesses the bin chute room, that also stores two-euro metal bins. Next to this room you have the blocks timber and glazed panelled entrance door which can be accessed with a fob, call point or fireman's drop key.



At each end of the block, there is a building containing a protected stairway that accesses the main block, with windows provided for ventilation, leading down to the final exit doors.



Residents' refuse is disposed of by using the bin chute. The bin room is located within the stairway and is accessed through a timber self-closing notional fire door. Inside the bin room is the chute hopper door, which provides access to the refuse chute.



The enforcing authority is West Midlands Fire Service.
The nearest fire station is
Smethwick Fire Station, Stony Ln, Smethwick B67 7QW,
located approximately 1.3 miles away.

High/Low Rise	Low-Rise – 4 storeys
Number of Floors	2
Date of Construction	1967
Construction Type	Traditional brick & concrete
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	2
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	Yes x2
Access to Roof space	Yes via 2 nd floor
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 20 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.

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

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



- 2) uPVC double glazed units have been installed to each flat and communal stairway. Entrance doors are timber with glazed panels. The bin room door is of timber construction and padlocked shut.



- 3) Ground-floor flats are accessed externally, with each flat having its own front and rear entrance door that opens directly to fresh air. They also have another exit from the property at the rear into their own gardens.



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) Each property was fitted with a composite FD30-rated flat entrance door, apart from Flat 11 which had a notional FD30 timber door. However, as these doors opened directly onto an open-deck arrangement, with immediate access to open air and more than one direction of travel, they were not required to be fire-rated under the applicable guidance. For this reason, the doors were not inspected in detail during the Fire Risk Assessment.

Images below show the doors opening directly onto the open-deck area



Block Name	Place-Ref	Address	Front Door Type	Glazed / Not Glazed
Crystal House 1-20 (O&E)	BL35300CR03	10 Crystal House;Oakfield Close;Smethwick;West Midlands;	Timber non fire door	Glazed
Crystal House 1-20 (O&E)	BL35300CR03	11 Crystal House;Oakfield Close;Smethwick;West Midlands;	Timber Door FD30s	Not Glazed
Crystal House 1-20 (O&E)	BL35300CR03	12 Crystal House;Oakfield Close;Smethwick;West Midlands;	Permadoor	Glazed
Crystal House 1-20 (O&E)	BL35300CR03	13 Crystal House;Oakfield Close;Smethwick;West Midlands;	Permadoor	Glazed
Crystal House 1-20 (O&E)	BL35300CR03	14 Crystal House;Oakfield Close;Smethwick;West Midlands;	Permadoor	Glazed
Crystal House 1-20 (O&E)	BL35300CR03	15 Crystal House;Oakfield Close;Smethwick;West Midlands;	Permadoor	Glazed
Crystal House 1-20 (O&E)	BL35300CR03	16 Crystal House;Oakfield Close;Smethwick;West Midlands;	Permadoor	Glazed
Crystal House 1-20 (O&E)	BL35300CR03	17 Crystal House;Oakfield Close;Smethwick;West Midlands;	Permadoor	Glazed
Crystal House 1-20 (O&E)	BL35300CR03	18 Crystal House;Oakfield Close;Smethwick;West Midlands;	Permadoor	Glazed
Crystal House 1-20 (O&E)	BL35300CR03	19 Crystal House;Oakfield Close;Smethwick;West Midlands;	Permadoor	Glazed
Crystal House 1-20 (O&E)	BL35300CR03	2 Crystal House;Oakfield Close;Smethwick;West Midlands;	Timber non fire door	Glazed
Crystal House 1-20 (O&E)	BL35300CR03	20 Crystal House;Oakfield Close;Smethwick;West Midlands;	Permadoor	Glazed
Crystal House 1-20 (O&E)	BL35300CR03	3 Crystal House;Oakfield Close;Smethwick;West Midlands;	Timber non fire door	Glazed
Crystal House 1-20 (O&E)	BL35300CR03	4 Crystal House;Oakfield Close;Smethwick;West Midlands;	Nationwide	Glazed
Crystal House 1-20 (O&E)	BL35300CR03	5 Crystal House;Oakfield Close;Smethwick;West Midlands;	Timber non fire door	Glazed
Crystal House 1-20 (O&E)	BL35300CR03	6 Crystal House;Oakfield Close;Smethwick;West Midlands;	Timber non fire door	Glazed
Crystal House 1-20 (O&E)	BL35300CR03	7 Crystal House;Oakfield Close;Smethwick;West Midlands;	Timber non fire door	Glazed
Crystal House 1-20 (O&E)	BL35300CR03	8 Crystal House;Oakfield Close;Smethwick;West Midlands;	Timber non fire door	Glazed
Crystal House 1-20 (O&E)	BL35300CR03	9 Crystal House;Oakfield Close;Smethwick;West Midlands;	Timber non fire door	Glazed
Crystal House 1-20 (O&E)	BL35300CR03	Crystal House 1-20 (o&e);Oakfield Close;Smethwick;West Midlands; Intentionally Blank		

- 3) Within the block, on the top-floor stairways, there were a couple of access points to the roof void provided through timber loft hatches, each secured shut with padlocks. These locations are referenced further in Section 10 of the assessment.



- 4) Within the block each floor is accessed via a two staircase's that provides a means of escape and has a width of a minimum of 1m between the handrails, this includes the minimum width of the landings

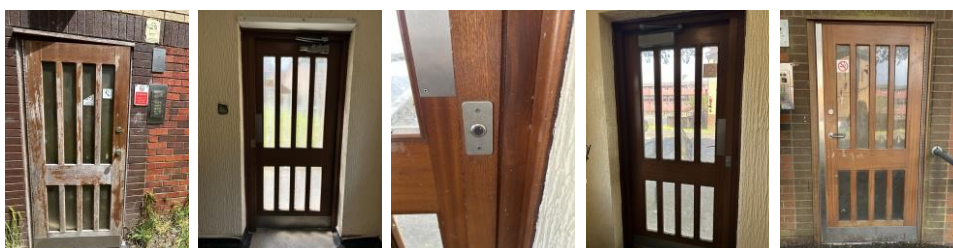


- 5) Windows within the staircase area were fitted with openers, which would assist with ventilation if required during an incident. Several window handles were found to be missing at the time of the Fire Risk Assessment, and some units had been screwed shut. It is recommended that these windows are repaired or replaced as part of future refurbishment works to ensure they remain functional and support effective smoke ventilation.



- 6) The escape route for upper-floor residents was available in two directions via the open-deck access, which was naturally well-ventilated and fitted with emergency lighting along the route. The protected staircases leading from the open deck were kept clear, provided with ventilation, and equipped with emergency lighting, with a final exit door located at ground level.

The final exit doors are fitted with automatic closing devices and open using push button. These are checked regularly by the caretaking teams, and any defective closing devices are replaced by either the Caretaking Team or the in-house Repairs Team. The systems are designed to fail safe, ensuring doors remain unlocked in the event of a power failure to prevent residents from being locked in or out.



- 7) Off the stairways on either side of the block, a fire door provides access to the bin-chute room. Within the bin chute room towards Oakfield Close, there was evidence of a previous fire.



- a) The hinges to the entrance door of the bin chute room are corroded and require replacement, as they are detaching from the frame. Replace hinges and rehang the door to the bin chute room. Emailed Fire Rapids on 19/06/26.



- 8) 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.



- 9) Emergency lighting is provided to communal landings and stairs, also landing windows and standard lighting units supply light within the communal areas. [\(Refer to section 9\)](#)



Definitions Fire Doors.

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

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

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

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

Section

8

Fire Detection and Alarm Systems

- 1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats the equipment is subjected to a cyclical test.

No properties were accessed during the fire risk assessment the smoke alarms within residents' flats are fitted to a minimum of an LD3 standard.

- Flat 1 detection information gained from Job Manager – LD3 installed.
 - Flat 2 detection information gained from Job Manager – LD3 installed.
 - Flat 3 detection information gained from Job Manager – LD3 installed.
 - Flat 4 detection information gained from Job Manager – LD3 installed.
 - Flat 6 detection information gained from Job Manager – LD3 installed.
 - Flat 7 detection information gained from Job Manager – LD3 installed.
 - Flat 8 detection information gained from Job Manager – LD3 installed.
 - Flat 9 managed property leaseholder detection unknown.
 - Flat 10 detection information gained from Job Manager – LD3 installed.
 - Flat 11 detection information gained from Job Manager – LD3 installed.
 - Flat 12 detection information gained from Job Manager – LD3 installed.
 - Flat 13 detection information gained from Job Manager – LD2 installed.
 - Flat 14 detection information gained from Job Manager – LD3 installed.
 - Flat 15 detection information gained from Job Manager – LD2 installed.
 - Flat 16 detection information gained from Job Manager – LD3 installed.
 - Flat 17 detection information gained from Job Manager – LD1 installed.
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- Flat 18 detection information gained from Job Manager – LD2 installed.
- Flat 19 detection information gained from Job Manager – LD3 installed.
- Flat 20 detection information gained from Job Manager – LD3 installed.

For information

LD1 all rooms except wet rooms

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

LD3 Hallway only

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

Section 9

Emergency Lighting

- 1) These premises have been fitted with emergency lighting within the communal areas.



- a) On the second-floor staircase on the left elevation, the casing for the emergency light has become detached and requires reinstallation. Electrical team emailed on 16/06/26.



- 2) As well as emergency lighting fitted there is also standard lighting and windows to assist in lighting the communal areas



- 3) Emergency lighting is inspected monthly by Sandwell and annually by Cityfire contractor.



Section 10

Compartmentation

This section should be read in conjunction with Section 4

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

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

- 2) The building is designed to provide as a minimum 1-hour vertical and vertical fire resistance.
- 3) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put -Unless policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them or if they are advised to evacuate by the emergency services.
- 4) The existing fire-stopping measures are fit for purpose, and a cyclical programme is in place to ensure that the fire-stopping has not been compromised by third parties and to make enhancements where necessary.
- 5) A variety of methods / materials have been used to achieve fire-stopping such as intumescent mastic around penetrations.
- 6) Bin chute room: There is a notional FD30 timber door with a self-closer and smoke seals to access the room, within the room is a chute hopper door for the disposal of refuse which was fully working at the time of the fire risk assessment, a uPVC glazed openable window unit, also within the room is a loft hatch to access the roof void (padlocked).



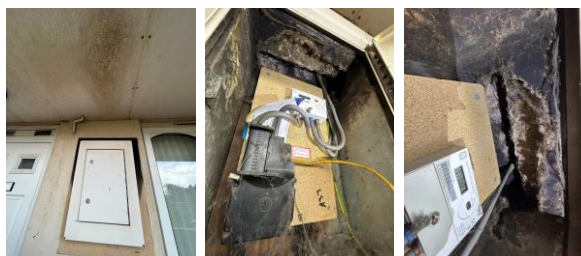
- 7) Flats are fitted with a minimum of timber notional FD30 doors. See section 7/2.
- 8) Within the bin chute room and on the stairway are roof void access hatches, these are timber doors and padlocked shut. It is recommended that these are upgraded to fire resistant access doors in future block refurb.



- 9) **Adjacent to the ground-floor entrance door is a steel services cupboard. Access to the cupboard was not possible at the time of the Fire Risk Assessment, therefore the level of internal compartmentation could not be verified. However, small holes were identified to the external face of the cupboard which require appropriate fire stopping. Fire Rapids were notified via email on 16/06/2026.**



- 10) Outside each flat on the open decked area is situated a fire rated electric meter over box. These are locked with a budget key.
- a) **Located on the open deck of the second-floor landing, adjacent to Flat 15's entrance door, is an electrical over-cupboard. Signs of previous fire damage were observed both externally and within the cupboard. Further investigation is recommended, and appropriate internal fire stopping may be required. Fire Rapids emailed on 16/06/26.**



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

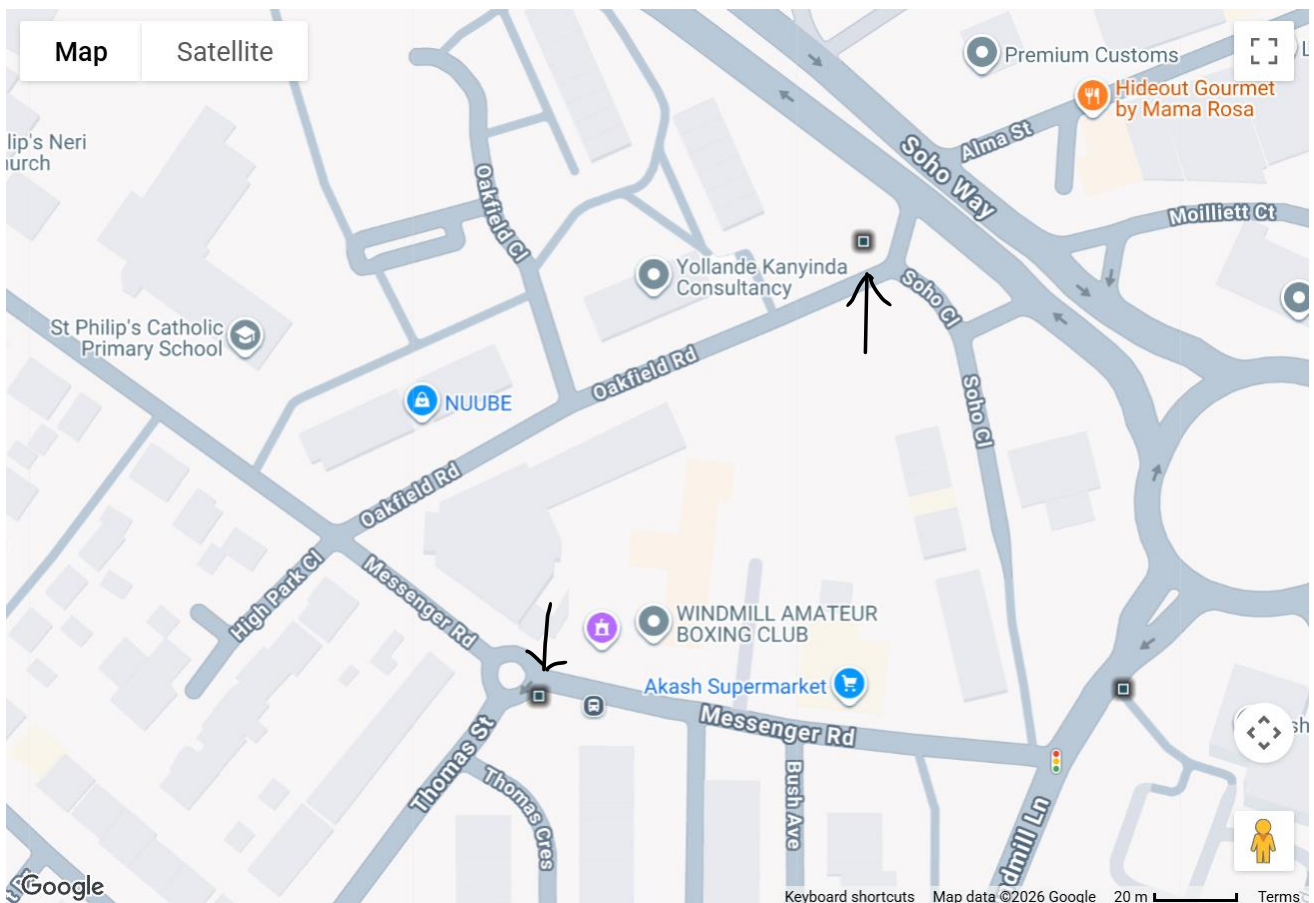
Nominal fire door – A fire door that may meet the standards specified within the building regulations but has not been awarded the official certification of doors manufactured and evaluated by an accredited, third-party testing unit and approved formally with the relevant certificates and documentation.

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

Section 11

Fire Fighting Equipment

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



Section 12

Fire Signage

- 1) 'Fire door keep shut' signs are displayed on the doors off the stairway.



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



- 3) Directional fire-exit signage is not provided throughout the building. However, its absence is not necessarily a deficiency, as the building layout is straightforward and does not require complex wayfinding.

Section 13

Employee & Resident Training/Provision of Information

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

Section 14

Sources of Ignition

- 1) Smoking is prohibited on entrance and within any communal parts of the building in line with Smoke Free England legislation.
- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager.
- 4) The fixed electrical installation shall be tested every 5 years. The date of the last EICR was 03/04/2023.

The image shows a screenshot of an Electrical Installation Certificate (EICR) form. The form is titled 'ELECTRICAL INSTALLATION CERTIFICATE' and includes sections for 'PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION', 'PART 2: DETAILS OF THE ELECTRICAL WORK COVERED BY THIS INSTALLATION CERTIFICATE', and 'PART 3: COMMENTS ON THE EXISTING INSTALLATION (in the case of an addition or alteration see Regulation 645.12)'. The form is partially filled out with handwritten and printed information.

- 5) Portable heaters are not allowed in any common parts of the premises.
- 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.
- 7) Electric Meters are situated within the communal areas and are kept within a fire rated over box which should be locked and not to have any damage. See section 10/10

Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) Rubbish within the block is disposed of via a bin chute system, with chutes primarily located internally and additional chutes positioned on either side of the block adjacent to the bin chute rooms. The bin chute rooms are secured by timber doors fitted with padlocks. Each room contains two Eurobins, which are rotated and maintained by the caretaking staff. Access was only obtained to the bin storage room on the Messenger Road elevation; therefore, it has not been possible to comment on the level of compartmentation within the corresponding bin storage room on the Oakfield Close elevation.



- 3) Regular checks are carried out by Caretakers to minimise risk of waste accumulation.



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

- a) **At the time of this Fire Risk Assessment, a large timber container was positioned against the building, directly outside the communal area window near the entrance on the Messenger Road elevation. An email was sent on 16/06/2026 to the Housing Manager requesting that the container be either removed and disposed of.**



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 by means of a key and door entry system to the front and the rear.
 - 3) **Within the block there are burn marks in areas of the block, these have been reported to the housing management 18/06/2026 to look at sending out a letter to residents regarding smoking within the communal areas of the block.**
 - 4) There have been no reported fire incidents since the last FRA.
-

Section 18

Storage Arrangements

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

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:

Crystal House 1-20

Date of Action Plan:

/06/2026

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/7	Replace hinges and rehang door to bin chute room		P2	Within 1-3 months Fire Rapid Response	

Fire Risk Assessment

9/1	On the second-floor staircase on the left elevation, the casing for the emergency light has become detached and requires reinstallation.		P2	Within 1-3 months Electrical Team	
10/9	Seal all identified holes on the external face of the cupboard with appropriate fire-stopping materials to maintain fire integrity.		P2	Within 1-3 months Fire Rapids	17/06/26

Fire Risk Assessment

10/10	Undertake further investigation of the electrical over-cupboard located on the open deck of the second-floor landing adjacent to Flat 15, where signs of previous fire damage were observed both externally and internally. Assess the condition and ensure appropriate internal fire stopping is installed to maintain fire compartmentation. Fire Rapids were notified via email on 16/06/2026.		P2	Within 1-3 months Fire Rapids	17/06/26
15/4	Remove and dispose old timber storage shed adjacent to rear window near the entrance on the Messenger Road elevation		P2	Within 1-3 months Housing Manager	

17/3	Issue letter to residents reminding them that smoking is prohibited in communal areas due to evidence of scorch marks to window frame.		P3	Within 3-6 months Housing Manager	
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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).

- Windows within the staircase area were fitted with openers, which would assist with ventilation if required during an incident. Several window handles were found to be missing at the time of the Fire Risk Assessment, and some units had been screwed shut. It is recommended that these windows are repaired or replaced as part of future refurbishment works to ensure they remain functional and support effective smoke ventilation.
- Within the bin chute room and on the stairway are roof void access hatches, these are timber doors and padlocked shut. It is recommended that these are upgraded to fire resistant access doors in future block refurbs.

Fire Risk Assessment

Signed

	Fire Risk Assessor	Date: 18/06/2026
	Team Lead Fire Safety	Date: 23/06/2026



Appendix 1

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

Name of property: Crystal House 1-20

Updated: /06/2026

Premise Manager: Rachel Price

Tel. No.: 0121 569 2975

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



Report No.: J420778
Nature of Work: Management Survey
Issue Date: 28/07/2025
Client Name: Sandwell MBC (formerly Homes)
Building Services, Direct 2 Trading Estate, Roway Lane,
Oldbury, West Midlands, B69 3ES
UPRN: BL35300CR03 2
Site Address: Crystal House 1-20 (O&E), Smethwick, B66 3JT



Order Placed By: Jon Hemming
Site Contact: Communal
Date(s) of Work: 12/07/2025
Technical Manager: D Ely CCP (Asbestos)
Assistant Surveyor(s): Ian Hawthorne (CoC Asbestos), Oliver Burt
Lead Surveyor: **Authorised Signatory:**

A handwritten signature in black ink, appearing to read "Jack France".

Jack France
Asbestos Surveyor

A handwritten signature in black ink, appearing to read "Louise Farmer".

Louise Farmer
Technical Review Officer and Asbestos Consultant
28/07/2025

Non-accredited activities are present within this report.

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



Fire Risk Assessment

Executive Summary Report of Asbestos
Containing Materials (ACMs) By Risk

Crystal House 1-20 (O&E), Smethwick

Report Number: J420778

Sample No.:	Floor Level:	Block Name:	Location:	Item:	Asbestos Content:	Determination Method:	Extent:	Risk Category:	Recommendations:
No sample - presumed	E - External	Flats	14 External	Asbestos Insulating board soffits	Crocidolite	Presumed	80 linear metres	C10	Monitor condition
No sample - presumed	1st Floor	Flats	03 Stairwell	Asbestos Textured coating to brickwork walls	Chrysotile	Presumed	40 m²	C9	Monitor condition
No sample - presumed	1st Floor	Flats	09 Stairwell	Asbestos Textured coating to brickwork walls	Chrysotile	Presumed	40 m²	C9	Monitor condition
No sample - presumed	2nd Floor	Flats	05 Landing	Asbestos Textured coating to brickwork walls	Chrysotile	Presumed	20 m²	C9	Monitor condition
No sample - presumed	2nd Floor	Flats	07 Landing	Asbestos Textured coating to brickwork walls	Chrysotile	Presumed	20 m²	C9	Monitor condition
No sample - presumed	E - External	Flats	14 External	Asbestos Cement undercloaking	Crocidolite	Presumed	72 linear metres	C9	Monitor condition

Sample No.:	Floor Level:	Block Name:	Location:	Item:	Asbestos Content:	Determination Method:	Extent:	Risk Category:	Recommendations:
No sample - presumed	Ground Floor	Flats	01 Communal Entrance	Asbestos Textured coating to brickwork walls	Chrysotile	Presumed	20 m²	C9	Monitor condition
No sample - presumed	Ground Floor	Flats	10 Communal Entrance	Asbestos Textured coating to brickwork walls	Chrysotile	Presumed	30 m²	C9	Monitor condition
No sample - presumed	1st Floor	Flats	04 Bin Chute	Asbestos Textured coating to brickwork walls	Chrysotile	Presumed	8 m²	C8	Monitor condition
No sample - presumed	1st Floor	Flats	08 Bin Chute	Asbestos Textured coating to brickwork walls	Chrysotile	Presumed	8 m²	C8	Monitor condition
No sample - presumed	2nd Floor	Flats	05 Landing	Asbestos Textured coating to ceiling	Chrysotile	Presumed	18 m²	C8	Monitor condition
No sample - presumed	2nd Floor	Flats	07 Landing	Asbestos Textured coating ceiling	Chrysotile	Presumed	18 m²	C8	Monitor condition

Fire Risk Assessment

Sample No.:	Floor Level:	Block Name:	Location:	Item:	Asbestos Content:	Determination Method:	Extent:	Risk Category:	Recommendations:
No sample - presumed	1st Floor	Flats	03 Stairwell	Asbestos Textured coating ceiling	Chrysotile	Presumed	8 m²	C7	Monitor condition
No sample - presumed	1st Floor	Flats	04 Bin Chute	Asbestos Textured coating ceiling	Chrysotile	Presumed	1 m²	C7	Monitor condition
No sample - presumed	1st Floor	Flats	08 Bin Chute	Asbestos Textured coating ceiling	Chrysotile	Presumed	1 m²	C7	Monitor condition
No sample - presumed	1st Floor	Flats	09 Stairwell	Asbestos Textured coating ceiling	Chrysotile	Presumed	8 m²	C7	Monitor condition
No sample - presumed	Ground Floor	Flats	01 Communal Entrance	Asbestos Textured coating ceiling	Chrysotile	Presumed	8 m²	C7	Monitor condition
No sample - presumed	Ground Floor	Flats	10 Communal Entrance	Asbestos Textured coating ceiling	Chrysotile	Presumed	8 m²	C7	Monitor condition