Fire Risk Assessment

Priory Close 10 - 15



Priory Close,
Smethwick
B66 3SL

Date Completed: 18th June 2026
Officer: C. Hudson **Fire Risk Assessor**
Checked By: J Blewitt **Team Lead Fre Safety**

Current Risk Rating = Tolerable

Sandwell
Metropolitan Borough Council

Subsequent reviews

Review date	Officer	Comments

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Section 0 Introduction

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

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

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

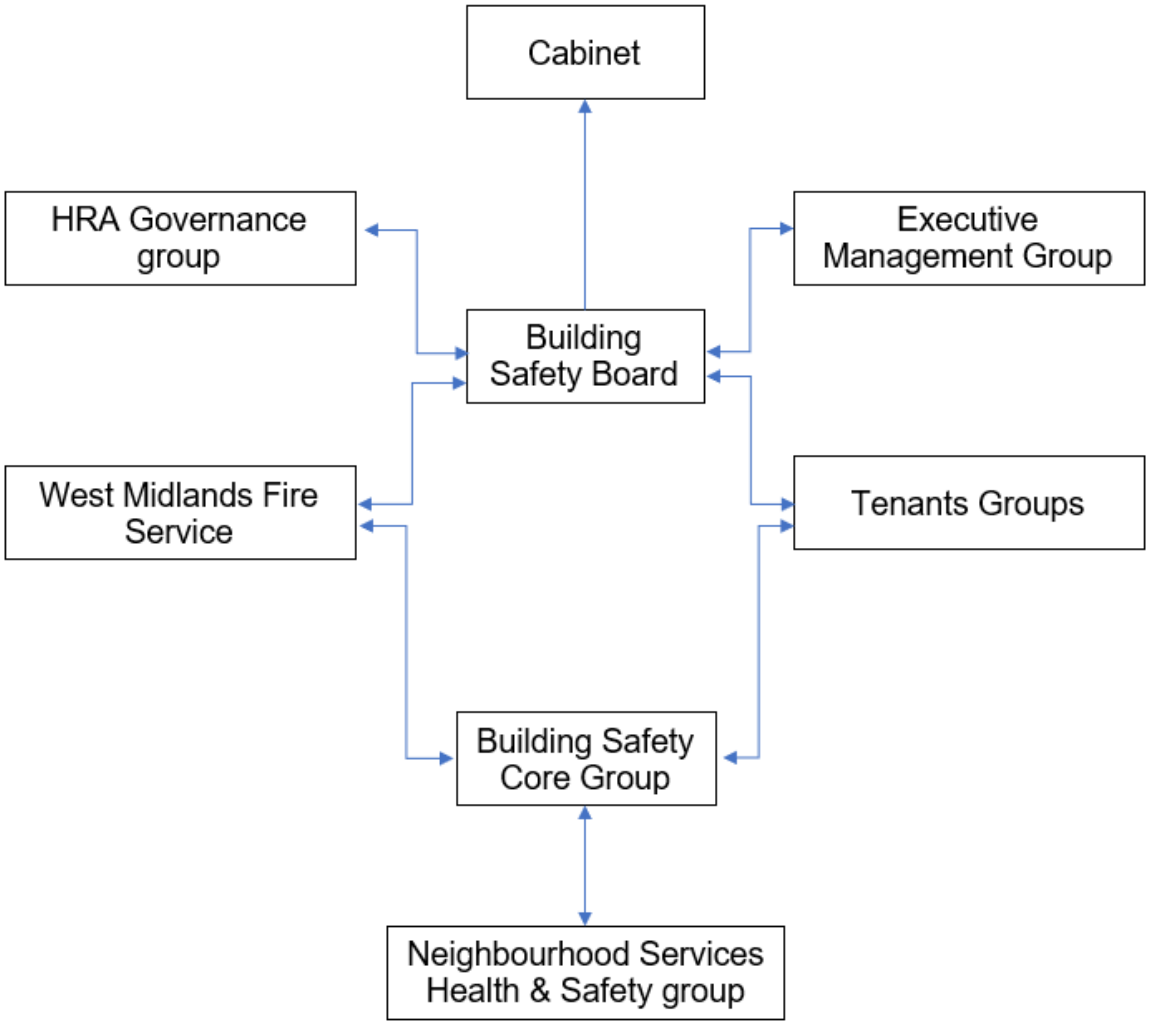
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment.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

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



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

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



To summarise the fire risk assessment, in this scenario the RR(FS)O requires the prescribed information to be recorded. The prescribed information is the significant findings of the fire risk assessment and those groups or persons especially at risk from fire.

This is recorded here in section 1. Also required to be recorded under article 11, are the fire safety arrangements for the planning, organisation, control, monitoring and review of the preventative and protective measures. The information shown above is part of this requirement.

Section 1

Significant findings

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

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	**External Envelope** Traditional brick-built 3 story block of flats with ground floor accommodating a single dwelling, floors 1 and 2 accommodate 2 flats each. UPVC window units installed with UPVC facia and to the roof line. Roof is of a flat Bitumen roof type with UPVC cladding installed under the roof line. Front elevation of the building has 3 resident garages on the ground level below the flats. Front and rear entrance doors and side panelling are of timber construction with glazing panels installed.	Trivial

Section 7	**Means of Escape from Fire** The premise has a single staircase and two final exit door that provide a sufficient means of escape. Flat 10 entrance door was checked and was found to be defective with excessive gaps. Incoming electrical supply sited under the staircase is not in a fire rated enclosure. And secured with a Yale lock, no key was available to inspect inside at the time of this FRA. The ground-floor flat is located within a separate communal lobby. This area is divided from the main circulation space by a window with Georgian wired glazing and a non-fire rated timber door that is fitted with a self-closer. The ground floor flat has two windows that open directly onto the communal lobby area. Front final exit has a push button final exit system which will fail safe in an emergency, rear final door has a levered handle to exit. The second-floor landing has A fridge-freezer stored in the communal area that requires removal. Ground floor a pram is stored by the storage cupboards require removal.	Tolerable

Section 8	**Fire Detection and Alarm Systems** Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats. The detection in flats should be to a minimum LD3 standard. Flat 10 has detection to - LD3 standard	Trivial
Section 9	**Emergency Lighting** The premises do not have emergency lighting system but have suitable and sufficient standard lighting.	Trivial
Section 10	**Compartmentation** The block has sufficient compartmentation between dwellings. Not All flat entrance doors are fitted with FD 30s fire doors. Incoming electrical supply sited under the staircase in a timber non fire rated enclosure and secured with a yale lock. Communal door on the ground floor is a in a combination frame. The timber door is not fire rated and has no smoke seals or intumescent strips fitted. The window frame is UPVC with Georgian wired double-glazed units.	Tolerable
Section 11	**Fire Fighting Equipment** No firefighting provisions are provided within the premise.	Trivial
Section 12	**Fire Signage** Appropriate signage is in place.	Trivial
Section 13	**Employee Training** All staff receive basic fire safety awareness training.	Trivial

Section 14	**Sources of Ignition** The fixed electrical installation was last tested on 09/09/25 and should be tested every five years. The EICR was recorded as satisfactory.	Trivial
Section 15	**Waste Control** Regular cleaning service at the block and regular checks from caretakers help with the waste control at the block. The block has a refuse chute that leads to the refuse bins that are stored in a dedicated refuse cupboard located outside next to the front final exit, secured with a padlock.	Trivial
Section 16	**Control and Supervision of Contractors and Visitors** Contractors are controlled centrally, and hot works permits are required where necessary**.**	Trivial
Section 17	**Arson Prevention** There is external lighting, and a door entry system prevents unauthorised access. .	Trivial

Section 18	**Storage Arrangements** Resident external garages on the ground floor were not accessed during this FRA. Residents have access to internal storage cupboards on the ground floor communal corridor. No access was available at the time of this FRA. The block has three external garages residents have keys, so no access was gained at the time of this FRA.	Trivial

Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

Low Unusually low likelihood of fire because of negligible potential sources of ignition.

Medium Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

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

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

After conducting a Type 1 fire risk assessment at

10-15 Priory Close
Smethwick
B66 3SL

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

After considering the use of the premises and its occupants within the block, the potential life safety risk in the event of a fire is slight harm. This assessment is based on the presence of notional timber FD30s fire door installed to the flats, the installation of smoke detection systems meeting at least LD3 standards within each flat, and effective housekeeping practices in communal areas that minimize combustible materials and aid safe evacuation. Additionally, the evacuation route is adequately illuminated with the use of conventional lighting, and final exit door having installed with a failsafe system which will allow the door to automatically switch to open in an event of an emergency The fire strategy for the block is a 'Stay Put Unless'.

Flat 10 was accessed to assess the operation of the self-closing device, the condition of the fire and smoke seals to the flat entrance door and smoke detection.

The following actions were found at 10-15 Priory Close.

An inspection of the ground floor electrical cupboard, which houses the main incoming power supply for the block, was unable to be accessed. The communal door that separates the communal area into two compromises the building's fire compartmentation, creating an elevated risk to life safety.

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

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

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

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

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

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

Section 2

People at Significant Risk of Fire

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

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

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

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 Donely		
Building Safety Managers Adrian Jones Carl Hill Louis Conway Andrew Froggatt	**Fire Risk Assessors** Craig Hudson Stuart Henely Mohammed Zafeer	**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

Priory Close 10 - 15
Priory Close
Smethwick
B66 3SL

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

Description of the Property

This Type 1 non-intrusive fire risk assessment pertains to the residential block located at 10 – 15 Priory Close. The property is a low-rise, three-storey building constructed in 1969 utilising traditional brick cavity walls concrete floors and stairs construction. The building's footprint accommodates five self-contained dwellings, configured as a single ground-floor unit and two dwellings on each of the first and second floor levels. The sole means of access and egress for all 1st and 2nd floor flat residents is provided by a single central staircase. Additionally, the front elevation features three integral resident garages positioned directly beneath the residential units



Ground floor – flat 10
1ST floor – flats 11,12
2nd floor – flats 13,14

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








Intercom access and firefighter's switch

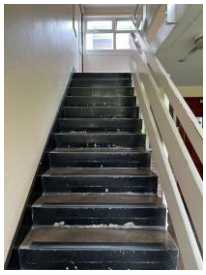
The bin store is located on the ground floor near the front exit. The bin store is secured with a padlock.




The bin chute has a manual closing plate



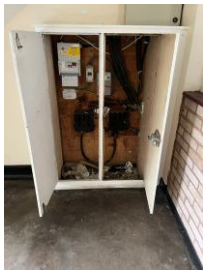
The block has a single concrete staircase as the sole means of escape (above ground floor).



The residents have access to internal storage cupboards that are kept secure.



The electrical incoming supply is situated on the ground floor under the main staircase in a secure timber enclosure.



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

Nearest Fire station is Smethwick Community Fire Station, which is 1.7 miles.

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

The enforcing authority is West Midlands Fire Service.

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

Persons at Risk

Residents / Occupants of 5 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)

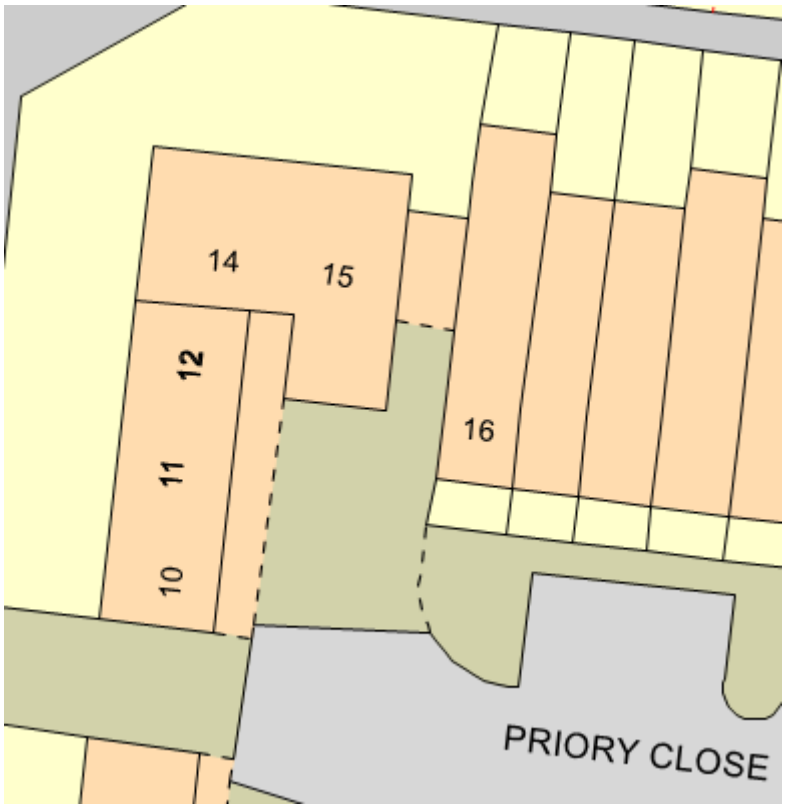
Section 5

Building Plan

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

Priory Close 10 -15





Section 6

External envelope

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

The materials used within the external construction at 10 - 15 Priory Close present an acceptable level of risk to fire.

1) The exterior of the building is predominately traditional brick construction with a flat roof design with UPVC facia boards under the roof line and a bitumen and felt roof. Front and rear entrances are through timber doors with glazing in the inserts of the doors alongside the timber panelling to the side.





2) Adjacent to the front entrance is the refuse bin store, which is enclosed by a timber door.





3) Access is gained to all flats from the ground floor using the main access door leading to the staircase area, further egress is available via the rear access door. All doors are solid timber with glass vision panels and have a Fob access system and a self-closer attached





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



5) Front elevation of the building has resident garages; these were not accessed at the time of this FRA.



6) All flats have a UPVC windows fitted with double glazed units.



7) In the building the 1st and 2nd floor landings, have UPVC frames with spandrel panels underneath, these windows can be opened without the use of a key, these also allow sufficient ventilation. There is no automatic smoke ventilation system installed in this premises.



Section 7

Means of Escape from Fire

1) Each flat is equipped with, as a minimum LD3 fire detection to facilitate means of escape and provide sufficient response time.

2) Flat doors are 10.12 and 14 are FD30 rated notional doors, with flat no 15 being FD30s certified fire door and flat No 11 being a shellforce door. Flat 15 is a lease holder.







Block Name	Place-Re	Address	Front Door Type	Glazed / Not Glazed
Priory Close 10-15 (O&E)	BL39639PR12	10 Priory Close;Smethwick;West Midlands;;	Timber Door FD30s	Not Glazed
Priory Close 10-15 (O&E)	BL39639PR12	10-15 Priory Close;Smethwick;West Midlands;;	Intentionally Blank	
Priory Close 10-15 (O&E)	BL39639PR12	11 Priory Close;Smethwick;West Midlands;;	Composite	Not Glazed
Priory Close 10-15 (O&E)	BL39639PR12	12 Priory Close;Smethwick;West Midlands;;	Timber Door FD30s	Not Glazed
Priory Close 10-15 (O&E)	BL39639PR12	14 Priory Close;Smethwick;West Midlands;;	Timber Door FD30s	Not Glazed
Priory Close 10-15 (O&E)	BL39639PR12	15 Priory Close;Smethwick;West Midlands;;	Shelforce	Not Glazed

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



4) 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.

5) Access was gained to Flat 10 to check the door and it reliably self closes on the latch.



6) **Flat 10 front entrance door does not reliably self-close. The self-closer catches on top of the door when trying to close, and the door has excessive gaps between the leaf and the frame. This door requires replacement for a fully certified FD30s composite door. See Action 7/6**







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



8) Resident stotrage cupboards are within the means of escape, these are made secure by residents.Has been noted in previous FRA, that these are to be upgraded to FD30S fire rated doors in any future refurbishment of the block. **See Observations.**



9) 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.





10) This premise consists of a single staircase that provides sufficient means of escape, this is located at the rear of the block. The width of the staircases has been measured from handrail to the wall at a measurement of 1020mm. These stairs are kept clear to maintain safe means of escape.



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



12) Emergency lighting is not installed throughout the building; The use of conventional lighting and borrowed lighting provides sufficient lighting. See section 9.



13) On both 1st floor and 2nd floor landings, there are bin chute hoppers within the means of escape.







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

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

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

17) The residential electricity meters are installed within metal enclosures situated in the communal corridors adjacent to the flat entrance doors. Access control to these service boxes is maintained via standard budget lock mechanisms.




18) Ground floor flat 10 has UPVC window units that face into the communal hallway of the block, Recommendation on any future refurbishment of the block these are to be removed and replaced with sufficient fire resistance to maintain complete compartmentation between the flat and of the communal area. **See observations.**



19) The mains electrical supply is situated in a timber framed cupboard under the communal concrete staircase. **See Section 10 compartmentation.**




20) The communal door on the ground floor is part of a combination frame with a UPVC window frame fitted with Georgian wired double-glazed units. **See Section 10 compartmentation**.



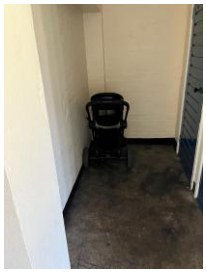
21) The front final exit door has a door entry system installed. These systems are designed to fail safe i.e., door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.







22) **Pram stored outside storage cupboards on ground floor this requires removal from the communal area. See Action 7/22.**



23) **Second Floor communal landing being used for storage of a fridge freezer and a child's bicycle, these require removing. See Acton 7/23.**




Section 8

Fire Detection and Alarm Systems

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

2) 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.

3) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD3 Standard.

   Flat 10 was accessed and was seen to be LD3 standard.

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

Section 9

Emergency Lighting

1) The premise does not have sufficient emergency /escape lighting system in the block but has sufficient conventional lighting and borrowed light entering the building, it is recommended emergency lighting to be installed when the next refurbishment takes place. **See observations**.



Section 10

Compartmentation

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

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

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

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

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

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

6) The incoming electrical installation is enclosed in a timber non fire rated enclosure under the concrete staircase. It is recommended that the timber enclosure be replaced with a metal fire rated enclosure when the next refurbishment takes place See Observations.



7) The communal door on the ground floor is part of a combination frame with a UPVC window frame fitted with Georgian wired double-glazed unit. The timber door has a glazed unit but is not a certified fire door and does not have any smoke seals or intumescent strips fitted so it is recommended that these are replaced with a certified FD330s door and fire rated window frame and glazing when any refurbishment of the block takes place See Observations.





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



Section 11

Fire Fighting Equipment

1) There is no firefighting equipment on this premises.

Section 12

Fire Signage

1) Appropriate signage is displayed throughout the building.

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

3) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. Signage is also displayed in the external refuse cupboard located next to the entrance doors.





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

Section 13

Employee & Resident Training/Provision of Information

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

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

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

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

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

Section 14

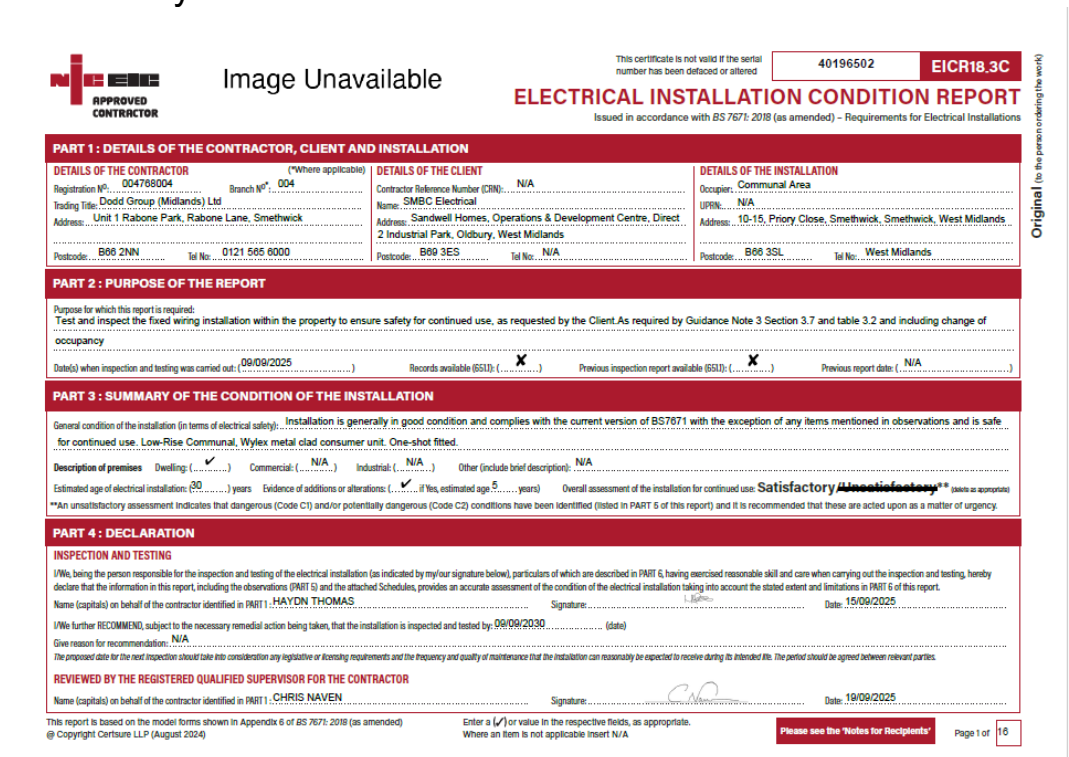
Sources of Ignition

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 condition report shall be tested every 5 years. Last EICR was carried out on the 9/09/25 and was satisfactory.



NICEIC APPROVED CONTRACTOR

Image Unavailable

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ELECTRICAL INSTALLATION CONDITION REPORT

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

Original (to the person ordering the work)

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR (*Where applicable)	DETAILS OF THE CLIENT	DETAILS OF THE INSTALLATION
Registration No*: 004768004 Branch No*: 004	Contractor Reference Number (CRN): N/A	Occupier: Communal Area
Trading Title: Dodd Group (Midlands) Ltd	Name: SMBC Electrical	UPRN: N/A
Address: Unit 1 Rabone Park, Rabone Lane, Smethwick	Address: Sandwell Homes, Operations & Development Centre, Direct 2 Industrial Park, Oldbury, West Midlands	Address: 10-15, Priory Close, Smethwick, Smethwick, West Midlands
Postcode: B66 2NN Tel No: 0121 565 6000	Postcode: B69 3ES Tel No: N/A	Postcode: B66 3SL Tel No: West Midlands

PART 2 : PURPOSE OF THE REPORT

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

Date(s) when inspection and testing was carried out: (09/09/2025) Records available (6511): (✗) Previous inspection report available (6511): (✗) Previous report date: (N/A)

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

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

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

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

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

PART 4 : DECLARATION

INSPECTION AND TESTING

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

Name (capitals) on behalf of the contractor identified in PART 1: HAYDN THOMAS Signature: Date: 15/09/2025

I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 09/09/2030 (date)

Give reason for recommendation: N/A

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

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR

Name (capitals) on behalf of the contractor identified in PART 1: CHRIS NAVEN Signature: Date: 19/09/2025

This report is based on the model forms shown in Appendix 6 of *BS 7671: 2018* (as amended)
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Enter a (✓) or value in the respective fields, as appropriate.
Where an item is not applicable insert N/A

Please see the 'Notes for Recipients' Page 1 of 16

5) Electrical service cupboard on the ground floor which is located within the communal area under the concrete stairs case near the rear final exit, is enclosed in a wooden enclosure. See section 10



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

Section 15

Waste Control

1) There is a regular Cleaning Service to the premises. Regular checks by Caretakers minimise risk of waste accumulation. Sandwell Council ‘Out of Hours’ service is in place to remove bulk items





2) Refuse bin is stored in a secured bin room that is located next to the main entrance of the building. This is kept secure by a means of a Padlock. There is a manual bin closer plate installed on the refuse chute. Bins Are regularly emptied by site services on a weekly basis.



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

4) The refuse scute has a manual sliding plate. Due to the refuse hoppers being in the communal area of the block it is recommended that they are upgraded to a fused link system when the block has any refurbishment. See Observations.





Section 16 Control and Supervision of Contractors and Visitors

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

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

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

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

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

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

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

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

    d) Final Contractor review on completion of works undertaken.

Section 17

Arson Prevention

1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.

2) Restricted access to the premises by use of a door entry system, this is via a key fob; each resident has their own fob to gain access. There is an intercom system that can allow visitors and contractors in.





3) There is no current evidence of arson.

4) The front and rear of the perimeter of the premises is not illuminated with external lighting and uses borrowed lighting from the streetlamps. It is recommended to upgrade the external lighting of the building especially to the front and rear final exits. **See Observations.**

5) There have been no reported fire incidents at 5-9 Priory Close since the last FRA.

Section 18

Storage Arrangements

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

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

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

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

5) Residents have access to internal storage units within the communal area the building; these were secured by the residents with a key and I could not inspect any of the cupboards at the time of carrying out this FRA.

6) Three external garages are used by the residents the keys are kept by residents, so no access was available at the time of carrying out this FRA.

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: 10 - 15 Priory Close

Date of Action Plan: 25th June 2026

Review Date: <Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/6	Flat 10 front entrance door does not reliably self-close. The self-closer catches on top of the door when trying to close, and the door has excessive gaps between the leaf and the frame. This door requires replacement for a fully certified FD30s composite door.		**P3**	3-6 months Fire Door Contract	

7/22	Pram stored outside storage cupboards on ground floor this requires removal from the communal area.		P2	1-3 Months Housing Manager	
7/23	Second Floor communal landing being used for storage of a fridge freezer and a child's bicycle, these require removing.		P2	1-3 Month Housing Manager	

Observations	
Resident stotrage cupboards are within the means of escape, these are made secure by residents.Has been noted in previous FRA, that these are to be upgraded to FD30S fire rated doors in any future refurbishment of the block	
Recommended that all timber FD30S flat entrance doors are to be upgraded to Composite certified FD30S fire doors on any future upgrade to the block.	
Ground floor flat 5 has UPVC window units that face into the communal hallway of the block, Recommendation on any future refurbishment of the block these are to be removed and replaced with sufficient fire resistance frames and double-glazed fire rated glass to maintain compartmentation between the flat and of the communal area.	

The communal door on the ground floor is part of a combination frame with a UPVC window frame fitted with Georgian wired double-glazed unit. The timber door has a glazed unit but is not a certified fire door and does not have any smoke seals or intumescent strips fitted so it is recommended that these are replaced with a certified FD30s door and fire rated window frame and glazing when any refurbishment of the block takes place.	 
The front and rear of the perimeter of the premises is not illuminated with external lighting and uses borrowed lighting from the streetlamps. It is recommended to upgrade the external lighting of the building especially to the front and rear final exits.	  
The block has no emergency lighting, and it is recommended that the conventional lighting is upgraded to emergency lighting when any refurbishment takes place of the block.	

The refuse scute has a manual sliding plate. Due to the refuse hoppers being in the communal area of the block it is recommended that they are upgraded to a fused link system when the block has any refurbishment.	

Signed

	Fire Risk Assessor	Date: 25/06/2026
	Team Lead Fire Safety	Date: 25/06/2026

Appendix 1

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

Name of property: 10 - 15 Priory Close

Updated: 17/08/2022

Premise Manager: Teresa Warren Donely **Tel. No.: 0121 569 2975**

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

Asbestos Survey	Property Address	10-15 Priory Close, Smethwick, B66 3SL.		✓ Office use
Surveyed by	Gary Carrington	Date	17/03/14	
Checked by	DEREK STILL	Desktop Check	✓	Site Check
Date	20/05/2020			

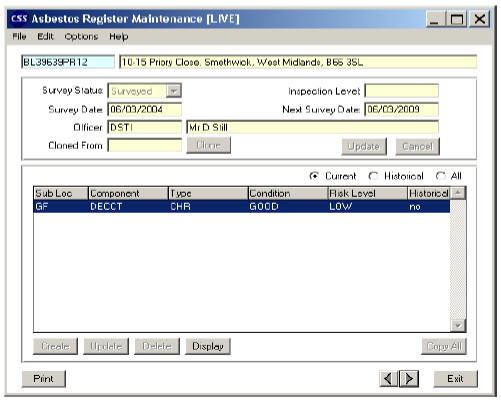
Reason for request		HSG 264 - Survey Report Type	
Investment Void		Refurbishment Survey	
Investment Tenanted		Management Survey	✓
R & M Void		SHAPE Interrogated.	✓
R & M Tenanted		No Existing SHAPE Data.	
Medical / Emergency - Heating Works		Existing SHAPE Data.	✓
Communal Areas	✓	Refurb Surveys Interrogated ?	

Property Description

3 Storey Block



Year Built	1969



Notes / including details of similar property surveys completed.

No access to ground floor store cupboards x 4

Revised by G.Carrington – 17/08/2022

Building Surveyors
0121 569 5077

Sandwell Metropolitan Borough Council

Asset Team – Investment Division
Operations & Development Centre
Roway Lane
Oldbury
B69 3ES