

Fire Risk Assessment

Applewood Grove

14-35



**Cradley Heath,
B64 6EW.**

Date Completed: 16/06/2026

Officer: A. Froggatt. Building Safety Manager

Checked By: A. Jones. Building Safety Manager

Current Risk Rating = Tolerable

Subsequent reviews

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

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Section

0

Introduction

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

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

This 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.

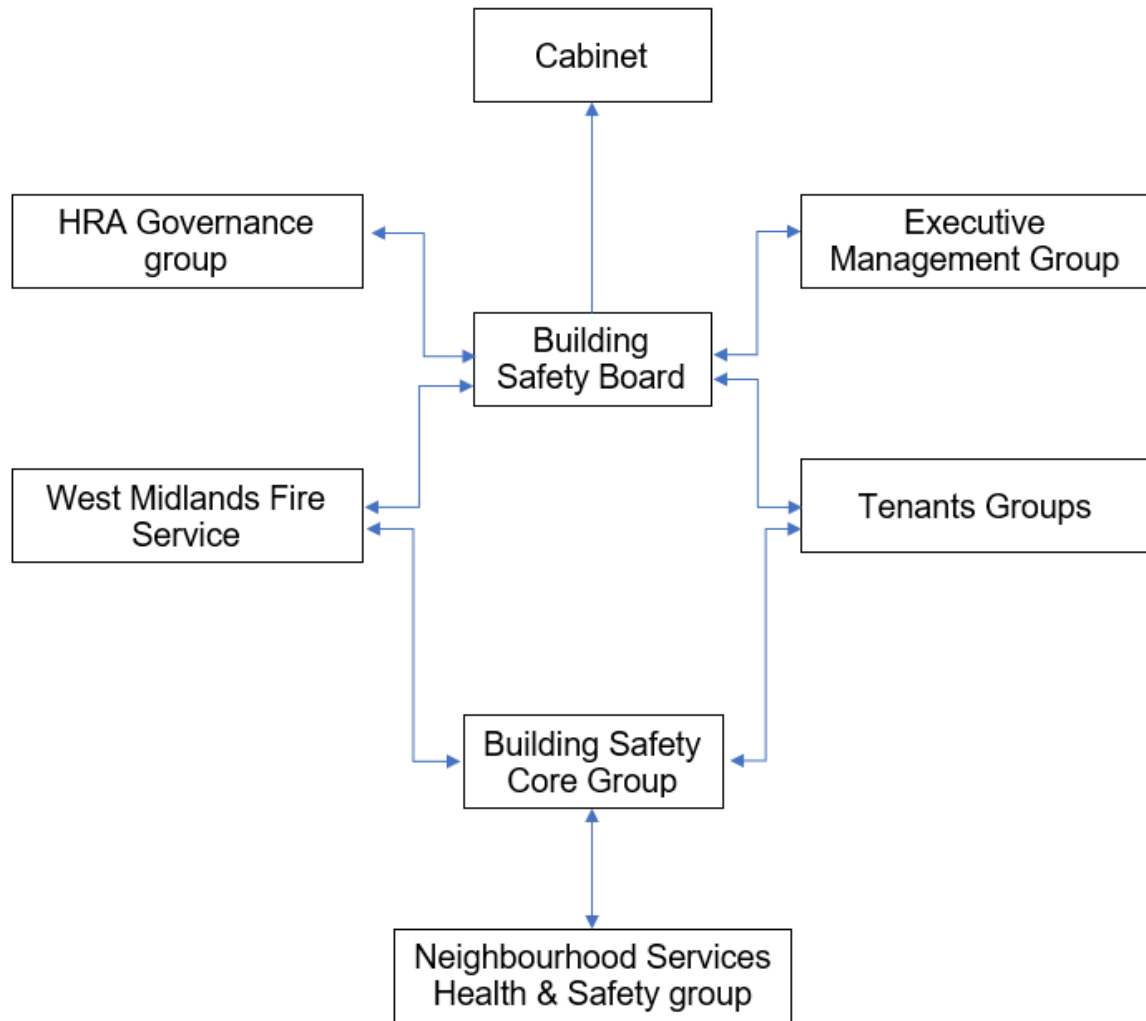
This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and become the current fire risk assessment. The previous fire risk assessment will be retained in the building 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.

Section number	Section Area	Individual Risk Level
Section 6	External Envelope Each elevation of the building comprises of traditional brick masonry. Externally three sides of the building have bay windows from the 1 st floor. Constructed with a timber frame clad with UPVC cladding. Individual flat windows and those to communal areas are UPVC double glazed units.	Trivial

Section 7	Means of Escape from Fire The premise has one staircase and one final exit door. The office has an independent final exit. The ground floor flats have independent external final exits in addition to their internal flat front doors. Communal doors to corridors are FD30s rated and are secured by a magnetic hold open devices linked to the fire alarm system. The top floor communal fire door self-closer is missing and the door leaf is damaged. 1st floor landing fire door requires adjustment. Main office fire door closes too quickly.	Tolerable
Section 8	Fire Detection and Alarm Systems There is a mixed automatic fire alarm system fitted in the building serving the flats and office only, the alarm appears to conform to BS5939. The main fire alarm control panel is sited within the office, complete with zone plan. A repeater panel is sited in the ground floor entrance foyer, with a zone plan. Smoke detectors, fire alarm sounders and manual break glass units are fitted within the office and exterior lift and unused bin room. The flats are believed installed with fire detection conforming to BS5939-6 LD1, with an additional detector in the flat hallway linked to the main fire alarm panel. There is detection in the common area of the block for actuation of the AOV system only.	Trivial

Section 9	Emergency Lighting The premise has a sufficient emergency lighting system in accordance with BS 5266.	Trivial
Section 10	Compartmentation The block has sufficient compartmentation with all doors to communal corridors being nominal FD30s fire doors. Flat entrance doors are nominal FD30s rated. Fire doors separating flats require inspection.	Tolerable
Section 11	Fire Fighting Equipment Fire extinguishers are in the office and lift motor rooms, for use by trained staff and contractors.	Trivial
Section 12	Fire Signage Appropriate mandatory and safety signage is in place. Fire action notices in the common area give incorrect information and are required to be changed.	Tolerable
Section 13	Employee Training All SMBC staff receive basic fire safety awareness training. There are staff based at this site on a temporary basis. It is not known if staff are in date for mandatory fire safety training. The evac chair in the 1 st floor lobby is required to be removed. Confirmation of fire drills is required.	Tolerable

Section 14	Sources of Ignition The last EICR date was 01/04/2025 and recorded as unsatisfactory. Code FI outstanding on EICR.	Tolerable
Section 15	Waste Control Refuse containers are secured within the bin stores. Regular checks by cleaners minimise risk of waste accumulation.	Trivial
Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary. There is a signing in book in the office.	Trivial
Section 17	Arson Prevention A door entry system prevents unauthorised access & perimeter lighting is in place.	Trivial
Section 18	Storage Arrangements There are no storage facilities for residents within the communal areas. Inappropriate storage is present in landing service cupboards.	Tolerable

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

In conclusion, the likelihood of a fire is at a medium level due to the normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls.

After considering the use of the premises and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm. This is due to there being sufficient compartmentation to include nominal FD30s rated fire doors to flat entrances, nominal FD30s communal fire doors, combined with suitable smoke detection to LD1 standard within flats. The evacuation strategy for the premises has two parts. Residents in their flats will Stay Put (unless affected by fire or smoke), and Simultaneous Evacuation for common areas and the office.

Overall, the level of risk at the time of this FRA is tolerable, this can be lowered to trivial once recommended actions have been completed.

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

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

Section

2

People at Significant Risk of Fire

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

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

Sandwell Council takes the health, safety and wellbeing of its colleagues, contractors, residents and leaseholders seriously. It is our policy to exceed, where possible, the minimum health and safety requirements of the law.

Residents are responsible for informing SMBC that they might need a Residential Personal Emergency Evacuation Plan (RPEEP). The Housing Officers 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 Management & Improvement Sarah Agar		
Fire Safety Manager Tony Thompson		
Team Lead Fire Safety Jason Blewitt		
Team Lead Building Safety Anthony Smith		
Premise Manager Glyn Parton		
Building Safety Managers Adrian Jones Andrew Froggatt Carl Hill Louis Conway	Fire Risk Assessors Craig Hudson Mohammed Zafeer Stuart Henley	Resident Engagement Officers – Fire Safety Abdulmonim Khan Ethan Somaiya Hannah Russon

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

Section 4

Description of Premises

Applewood Grove 14-35
Cradley Heath
B64 6EW

Description of the Property.

This fire risk assessment is a type 1 for the accommodation areas of the building; however the office area has been included.

This low-rise block was originally constructed in the 1960s utilising a concrete frame with brick work infill panel type construction. The block consists of 4 storeys and was originally constructed for general needs housing as flats, before being converted into a business and enterprise centre. In 2019 planning permission was granted to convert the building into its current purpose, to provide emergency accommodation for single homeless people or families.

The building now contains 21 flats over 4 floors. The ground floor houses three flats each having three bedrooms. Floors one to three contain six one bed flats on each floor.



The central atrium around which the flats are positioned, is separated by 30-minutes fire resistance with two diagrammatically opposite vents for the corridors to vent into. There is then sufficient venting at the atrium roof to almost match the atrium horizontal cross-sectional area.



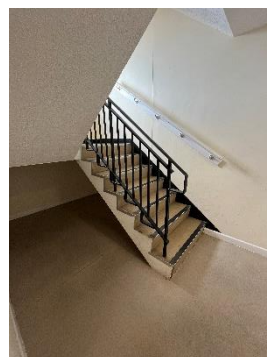
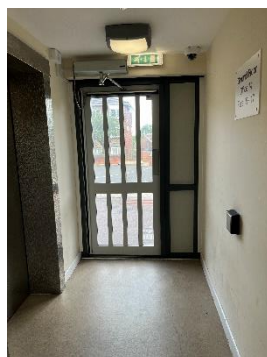
The ground floor also contains a separate staff area, accessed from the central atrium. This contains two offices, the main electric service cupboard, a staff kitchen (for the preparation and reheating of cold food only) and a toilet/shower room.



The block has a main entrance to the front elevation, rear exits from each ground floor flat and a further exit at the side of the office. The main entrance has an entry control system with firefighter override.



The main entrance opens into a small hall containing the single stairwell and lift. Both the single protected staircase and the lift car (hydraulic powered) serve all floors.



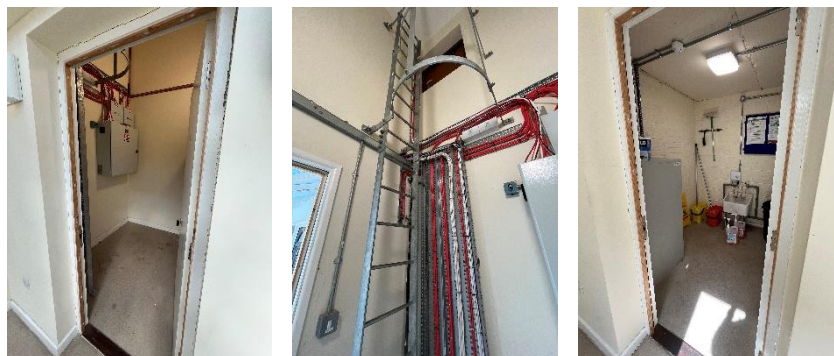
The hydraulic lift equipment is in a room accessed from outside adjacent the main entrance.



Access to each lobby door on floors 1 – 3 is controlled by a door entry / fob system. Tenants can only access the floor their flat is located on.



There is a service cupboard on all floors. The third-floor service cupboard contains AOV switchgear and a cat ladder giving roof access. The service cupboard on the 2nd floor is used as a cleaner's store.



The building is staffed 09:30 – 17:00 Monday, Tuesday & Wednesdays only. The building provides emergency accommodation, therefore the occupancy figure (tenants) can be variable.

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	4
Date of Construction	1960s
Construction Type	Traditional masonry cavity, timber joists covered with Stramit board.
Last Refurbished	2021
External Cladding	Traditional masonry cavity, timber joists covered with Stramit board.
Number of Lifts	1 (Hydraulic)
Number of Staircases	1
Automatic Smoke Ventilation to communal area	Yes
Fire Alarm System	Yes
Refuse Chute	No
Access to Roof	Access from 3 rd floor service cupboard then up vertical ladder to a short access door.
Equipment on roof (e.g. mobile phone station etc)	No

Persons at Risk

Residents / Occupants of 21 flats.

Visitors,

Sandwell MBC employees,

Contractors,

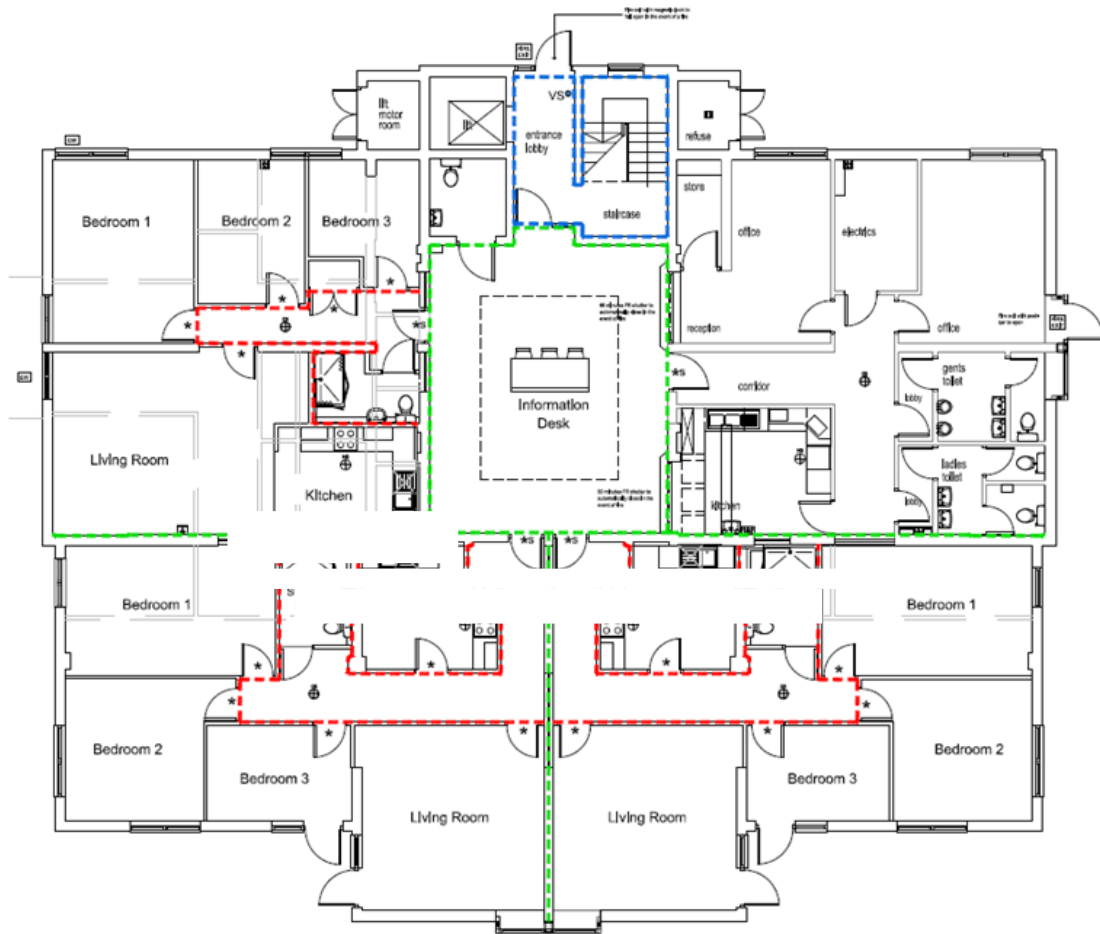
Service providers (e.g. meter readers, delivery people etc)

Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

Building Plan

Ground floor.



minimum 60 minutes fire resistance around staircase

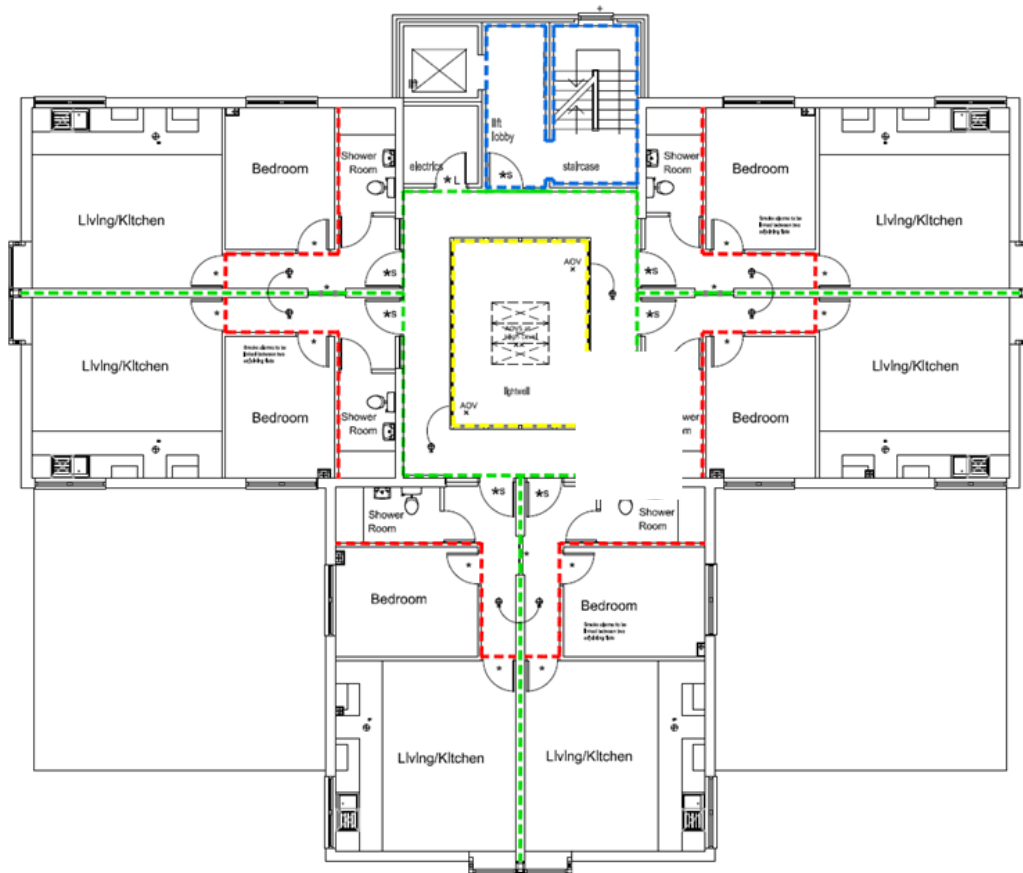


minimum 60 minutes fire resistance around flats (excluding external walls)



minimum 30 minutes fire resistance within flat

Example of upper floor.



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.

An appraisal of the external wall construction including balconies, windows and doors has been undertaken in accordance with the flow chart detailed in PAS 9980:2022 – Fire Risk Appraisals of External Walls (FRAEW) for existing multi-story, multi-occupied residential buildings.

The exterior of the building is predominately traditional brick construction. Partial UPVC shiplap cladding is present. The exterior of the building is predominately brick clad with partial UPVC cladding. As part of any future refurbishment programme consideration should be given to replacing the UPVC cladding with non-combustible cladding.

It is deemed that the combination and application of these materials present an acceptable level of fire risk.



Section 7

Means of Escape from Fire

- 1) The premises has a single staircase of 980mm width that provides the means of escape.



- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.



- 3) None of the corridors that form part of the means of escape from the flats are dead ends.
 - 4) The means of escape are protected to prevent the spread of fire and smoke
-

- 5) During the assessment, children's bicycles were seen to be stored in the common areas of the block on the 2nd and 1st floors. The Premise Manager was informed that it is a requirement that these escape routes are maintained free of obstacles such as this. The assessor was assured that these items would be removed.



- 6) The communal landings and protected staircases are protected by use of nominal self-closing FD30s timber fire doors with vision panels. The landing side of the door leaf is fitted with a single operation levered handle, opening in the direction of escape. The main entrance door and each floor level lobby door have door entry systems installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building and or area.



- 7) All communal doors are fitted with automatic closing devices that are checked on a regular basis by the on-site teams / Premises Supervisors / Caretaking Teams as part of their daily checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).

- 8) The top floor landing fire door is missing its self-closing device and the door leaf is damaged. A self-closing device is required to be fitted and the door leaf repaired or replaced. See action 7/8.



- 9) The 1st floor landing fire door closes too quickly and requires adjustment. See action 7/9.



- 10) The first office on the left entrance door self-closer is required to be adjusted as the door leaf slams shut. See action 7/10.



- 11) Communal windows can be opened without the use of a key and have restrictor devices fitted.



- 12) Automatic smoke ventilation is employed, both to the staircase and the flat lobbies. There are two automatic opening vents diagrammatically opposite in the flat corridor that vent into the atrium which vents from the roof. There is also an automatic opening vent at the head of the staircase. These are tested, inspected, and maintained by a competent procured contractor in accordance with BS7346. The frequency for the maintenance checks is twice per year (April and October) of each calendar year.



- 13) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by the on-site teams / Premises Supervisor / Caretaking 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.
- 14) The building has sufficient passive controls that provides effective compartmentation to support a Stay Safe Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them.
-

- 15) Emergency lighting is provided to communal lobbies and stairs. Annual checks are done monthly by Sandwell MBC in house electrical team or approved contractor. Monthly checks are carried out by on site staff.



- 16) Service cupboards FD60s nominal fire doors secured with suited mortice locks.



- 17) Residents' flat doors are FD30s rated. The design is 'Neuma' an FD30s composite door set manufactured and installed by Nationwide Windows and Doors. A BM Trada Q-mark registered company.



- 18) The ground floor also contains a separate staff area, accessed from the central atrium. This contains two offices, the main electric service cupboard, a staff kitchen (for the preparation and reheating of cold food only) and a toilet/shower room. Means of escape from this office area is via a dedicated final fire exit to outside and a secondary means of escape via the common area then through the main front access door.

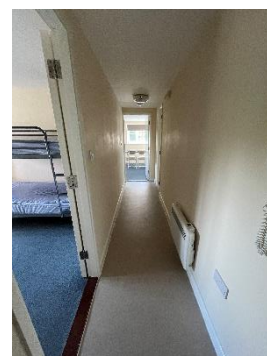


Section 8

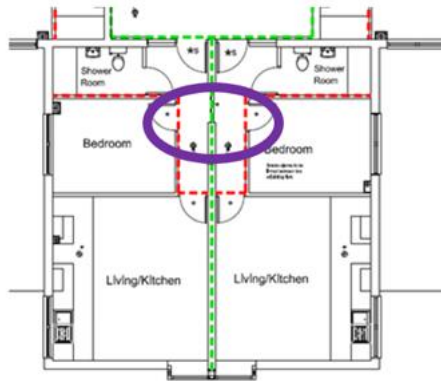
Fire Detection and Alarm Systems

- 1) There is a mixed automatic fire alarm system fitted in the building. The ground floor office area has smoke detectors, fire alarm sounders and manual break glass units fitted. The main control panel is sited in the main office, with a repeater panel in the entrance foyer. Both panels have zone plans.

A sampled flat was seen to have a detector head just inside the flat entrance. Information given to the assessor stated that each flat is linked to the AFA system, with a single detector head near to the flats front entrance door. The individual flats also have separate detection to LD1 level. There is no detection in the residential common areas other than detectors to actuate the AOV system. The site manager confirmed the AFA system is regularly tested with results kept online.



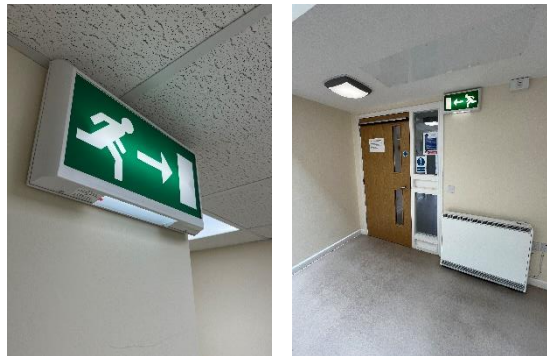
- 2) Flats on floors 1 to 3 are in pairs with an interconnecting door so that two 1x bed flats can become 1x 3 bed flat. This means that as a single large flat the fire alarm needs to alert people of both parts as one zone. This is achieved by wireless link which is activated on a detector in each part where required. From information given to the assessor this facility has not yet been used and is unlikely to be used.



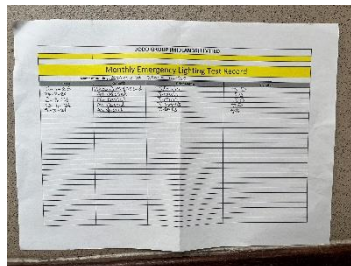
Section 9

Emergency Lighting

- 1) The premises appears to sufficient emergency / escape lighting system in accordance with BS 5266.
- 2) The self-contained units are provided to the communal landings, stairs, and ancillary rooms.



- 3) All installed equipment is checked and tested monthly by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards. Weekly checks are carried out by onsite staff.



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.

A small sample of resident's flats was undertaken, but due to the nature of the residents, the inspection of all flats was not possible.

- 1) The building is believed to be designed to provide sufficient vertical fire resistance and sufficient horizontal fire resistance around flats stairwells and lift shafts. All doors are 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls.
 - 2) The premises has believed to have 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, (apart from the raised actions) a cyclical programme to ensure fire stopping as not been compromised by third parties should be introduced, if not already in progress. This programme, where applicable, should also enhance the fire stopping.
 - 3) A variety of methods / materials have been used to achieve fire-stopping.
-

- 4) Service, store cupboards, offices, lift motor rooms and laundries have nominal FD30s or FD60s rated doors, secured with a suited lock.



- 5) Communal doors are fitted with automatic closing devices that are checked on a regular basis by the on-site teams / Premises Supervisors / Caretaking Teams as part of their daily checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
- 6) Individual flat doors are FD30s rated. The design is 'Neuma' an FD30s composite door set manufactured and installed by Nationwide Windows and Doors. A BM Trada Q-mark registered company.



- 7) The communal corridors, landings and protected staircases are protected by use of nominal self-closing FD30s timber fire doors with vision panels. These cross-corridor doors are fitted with hold-open devices, the majority of which are magnetic locks attached to the AFA system.



- 8) Each flat has a meter box fitted in the corridor. These are of metal construction sampled cabinets have been fire stopped where cables penetrate through. Several electrical cabinets were seen to be unsecured. The site manager was advised to ensure resident keep their cabinets locked.



- 9) Loft hatches in the common area appear to be fire resistant. These hatches could not be accessed.



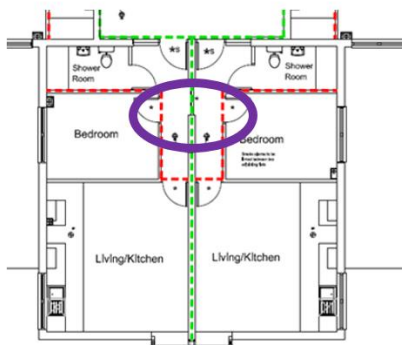
- 10) The central atrium through the building appears to be of a fire resisting construction. The glazing is marked identifying it as such.



- 11) The two fire shutters separating the communal ground floor area from the office and kitchen are kept in the closed position and therefore not in use because the building has been repurposed. The fire shutters should be 6-monthly tested and inspected with the buildings fire alarm system.



- 12) **Flats on floors 1 to 3 are in pairs, with an interconnecting door so that two 1 bed flats can become one 3 bed flat. This is facilitated using a FD60s fire door. Although out of the scope of this type 1 fire risk assessment, it is recommended that the FD60s doors separating the two flats are subject to a periodic test regime. See action 10/12.**



Section 11

Fire Fighting Equipment

- 1) Portable fire extinguishers are sited within the office area and the lift motor room. There is a fire blanket in the kitchen.



- 2) Maintenance contracts are in place for maintenance of the extinguishers. The frequency for the maintenance checks is once (October) of each calendar year.



Section 12

Fire Signage

- 1) Fire doors display mandatory signage where appropriate.



- 2) Fire Action Notices are displayed throughout the building. However, the fire action notices in the common areas are incorrect, they refer to 'breaking nearest break glass point' there are no break glass points in the common area. The residential side evacuation policy is 'stay put' this should be shown on the fire action notices for the common area.



(Picture1)



(Picture2)

The fire action notice in Picture 1 is incorrect for the common area of the residential side, it should be replaced with the fire action notice Picture 2. See action 12/2.

- 3) Final fire exits are signed and have panic furniture appropriately signed.



- 4) The fire escape routes use directional fire signage.



- 5) Floor indicator numbers are fitted to the wall opposite the lift car on each floor.

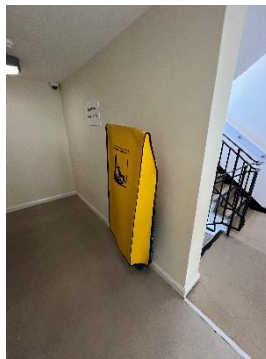


- 6) No smoking signage fitted in-line with Smoke Free England regulations 2006.

Section 13

Employee & Resident Training/Provision of Information

- 1) The premises manager could not confirm that all staff are currently up to date with fire safety training. Confirmation of staff training is required. See action 13/1.
- 2) No staff are present 24 hours 7 days a week. Therefore, the evacuation chair on the 1st floor should be removed as there are no trained personal available to use it. See action 13/2.



- 3) Conformation of staff area fire evacuation drills is required. See action 13/3.
- 4) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.
- 6) Information regarding the Stay Put unless fire evacuation strategy should be provided to residents.



Section 14

Sources of Ignition

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



- 2) Hot works are not normally conducted. 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 last EICR date was 01/04/2025 and recorded as unsatisfactory. The code FI is recorded on the EICR. Rectification is required. See action 14/4.

Approved Contractor **Dodd Group**

This certificate is not valid if the serial number has been deleted or altered

31501311 **EICR18.3C**

ELECTRICAL INSTALLATION CONDITION REPORT
Issued in accordance with BS 7671:2018 (as amended) - Requirements for Electrical Installations

PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION	
DETAILS OF THE CONTRACTOR Registration ref.: 054788000 Branch ref.: 000 Trading Title: Dodd Group (Midlands) Ltd Address: Unit 1 Robson Park, Robson Lane, Smethwick Postcode: B66 2NN Tel No.: 0121 565 6000	DETAILS OF THE CLIENT Contract Reference Number (CRM): M0011245 Name: SMBC Electrical Address: Standard Homes, Operations & Development Centre, Rowley Lane, Cuddery, West Midlands Postcode: B69 3ES Tel No.: N/A
DETAILS OF THE INSTALLATION Location: 14 - 35 Applewood Grove, Midlands UPRN: N/A Address: 14 - 35 Applewood Grove, Cuddery Heath, West Midlands Postcode: B64 6EW Tel No.: N/A	
PART 2: PURPOSE OF THE REPORT Purpose for which this report is required: The assessment of the electrical safety of fixed wiring and accessories for continuous use in communal areas only including DB001. Date(s) when inspection and testing was carried out: 31/03/2025 - 01/04/2025 Records available (BS7671): [X] Previous inspection report available (BS7671): [X] Previous report date: 30/11/2020	
PART 3: SUMMARY OF THE CONDITION OF THE INSTALLATION General condition of the installation (in terms of electrical safety): Installed to 17th edition. Main isolator installed in the switch room. No Gas into the site. Water PEB not located however R2 test carried out via nearest water pipe and acceptable reading was measured. Accessories satisfactory for safe continued use however there is further investigation. Description of premises: Dwelling (N/A) Commercial (X) Industrial (N/A) Other (Include brief description): N/A Estimated age of electrical installation: 15 years Existence of alterations or alterations: X If the estimated age is 2 years or less, the assessment of the installation for continued use is Satisfactory/Unsatisfactory** (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 1, having exercised reasonable skill and care when carrying out the inspection and testing hereby declare that the information in this report (including the observations in PART 5 and the attached Schedule), provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 1 of this report. Name (signature) on behalf of the contractor identified in PART 1: JOSHUA PARSONS Signature: [Signature] Date: 01/04/2025 I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 01/04/2030 (date) Give reason for recommendation: Best Practice Guide 4 recommendation and in line with condition of the installation at time of testing for a property of this nature The responsibility for the remedial action shall be the responsibility of the person responsible for the installation and the quality of the work shall be the responsibility of the person responsible for the installation. The report should be agreed between relevant parties. REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR Name (signature) on behalf of the contractor identified in PART 1: ADRIAN ROWLEY Signature: [Signature] Date: 14/04/2025	

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

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Please use the 'Notes for Recipients'

Page 1 of 30

- 5) The electrical service cupboard has a FD60s rated door set, secured with a suited cylinder lock.



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

Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse & recycling containers are emptied regularly. Refuse containers are in the two bin stores. All refuse containers are emptied regularly.



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

Section 16

Control and Supervision of Contractors and Visitors

- 1) A 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 access in advance detailing the scope of work to be undertaken. 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 means of a door entry system. Fire service access is facilitated by a drop key box to the right-hand side of the main entrance.



- 3) There is no current evidence of arson
- 4) The perimeter of the premises is well illuminated.
- 5) There is a CCTV system in place.



- 6) There have been no reported fire incidents in the last 12 months.
-

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 cleaners.
- 4) All storage cupboards are kept locked.
- 5) There are no flammable liquids or gas cylinders stored on site.
- 6) **Mattresses are stored in the 1st floor AOV service cupboard. These items are required to be stored elsewhere as electrical service cupboards are required to be sterile of combustible materials. See action 18/6.**



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:

14-35 Applewood Grove

Date of Action Plan:

24/06/2026

Review Date:

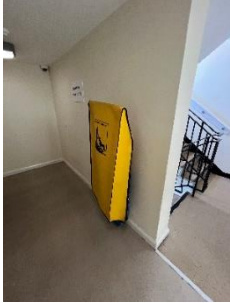
Fire Risk Assessment

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/8	The top floor landing fire door is missing its self-closing device and the door leaf is damaged. A self-closing device is required to be fitted and the door leaf repaired or replaced.		P2	Fire Rapid Response 1 – 3 months.	
7/9	The 1 st floor landing fire door closes too quickly, the self-closer requires adjustment.		P2	Fire Rapid Response 1 – 3 months.	

Fire Risk Assessment

7/10	The first office on the left entrance door closes too quickly, the self-closer requires adjustment.		P2	Fire Rapid Response 1 – 3 months.	
10/12	The FD60s doors separating the two flats are required to be subject to a periodic test regime.		P3	Asset Management. 3 – 6 months.	
12/2	The fire action notices in the common areas are incorrect and are required to be changed. The residential side evacuation policy is 'stay put' this should be shown on the fire action notices for the common area and references to break glass points should be removed.	<i>See main body of report</i>	P2	Site Manager. 1 – 3 months.	

Fire Risk Assessment

13/1	Confirmation of staff fire safety training is required.	<i>No image required.</i>	P2	Site Manager. 1 – 3 months.	
13/2	The evacuation chair on the 1 st floor is required to be removed.		P2	Site Manager. 1 – 3 months.	
13/3	Conformation of staff area fire evacuation drills is required.	<i>No image required.</i>	P2	Site Manager. 1 – 3 months.	
14/4	The last EICR date was 01/04/2025 and recorded as unsatisfactory. The code FI is recorded on the EICR. Rectification is required.	<i>No image required.</i>	P3	Electrical 3 – 6 months.	

Fire Risk Assessment

18/6	Mattresses are required to be removed from the 1 st floor AOV service cupboard.		P2	Site Manager. 1 – 3 months.	
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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).

Observations

External UPVC Cladding to be replaced with non-combustible board. (From previous FRA).

Upgrade as part of next improvement works.

Signed

	Building Safety Manager	Date: 24.06.2026.
 ADRIAN JONES	Quality Assurance Check	Date; 24/06/2026.

Appendix 1

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

Name of property: 14-35 Applewood Grove.

Updated: 05.06.25.

Premises Manager: Glyn Parton.

Tel. No.: 0121 569 2975

An asbestos survey has been undertaken and is held by S.M.B.C. Investment Division (Derek Still [Tel:- 0121 569 5077](tel:01215695077)).



Report No.: J410719
Nature of Work: Management Survey
Issue Date: 05/06/2025
Client Name: Sandwell MBC (formerly Homes)
Building Services, Direct 2 Trading Estate, Roway Lane,
Oldbury, West Midlands, B69 3ES
UPRN: BL01605AP03 10
Site Address: 14-35 Applewood Grove O&E, Cradley Heath, B64 6EW



Order Placed By: Dean Harding
Site Contact: Dean Harding
Date(s) of Work: 09/05/2025
Technical Manager: D Ely CCP (Asbestos)
Assistant Surveyor(s): Not Applicable
Lead Surveyor:

Oliver Burt
Asbestos Surveyor

Authorised Signatory:

Louise Farmer
Technical Review Officer and Asbestos Consultant
05/06/2025

Non-accredited activities are present within this report.

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