Fire Risk Assessment

25-30
Willow Close,
Cradley Heath,
B64 6EG.



Date Completed:01/10/2025

Review Period: 3 years.

Officer: C. Hudson **Fire Risk Assessor**

Checked by: L. Conway **Building Safety Manager**

Current Risk Rating = Trivial

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.

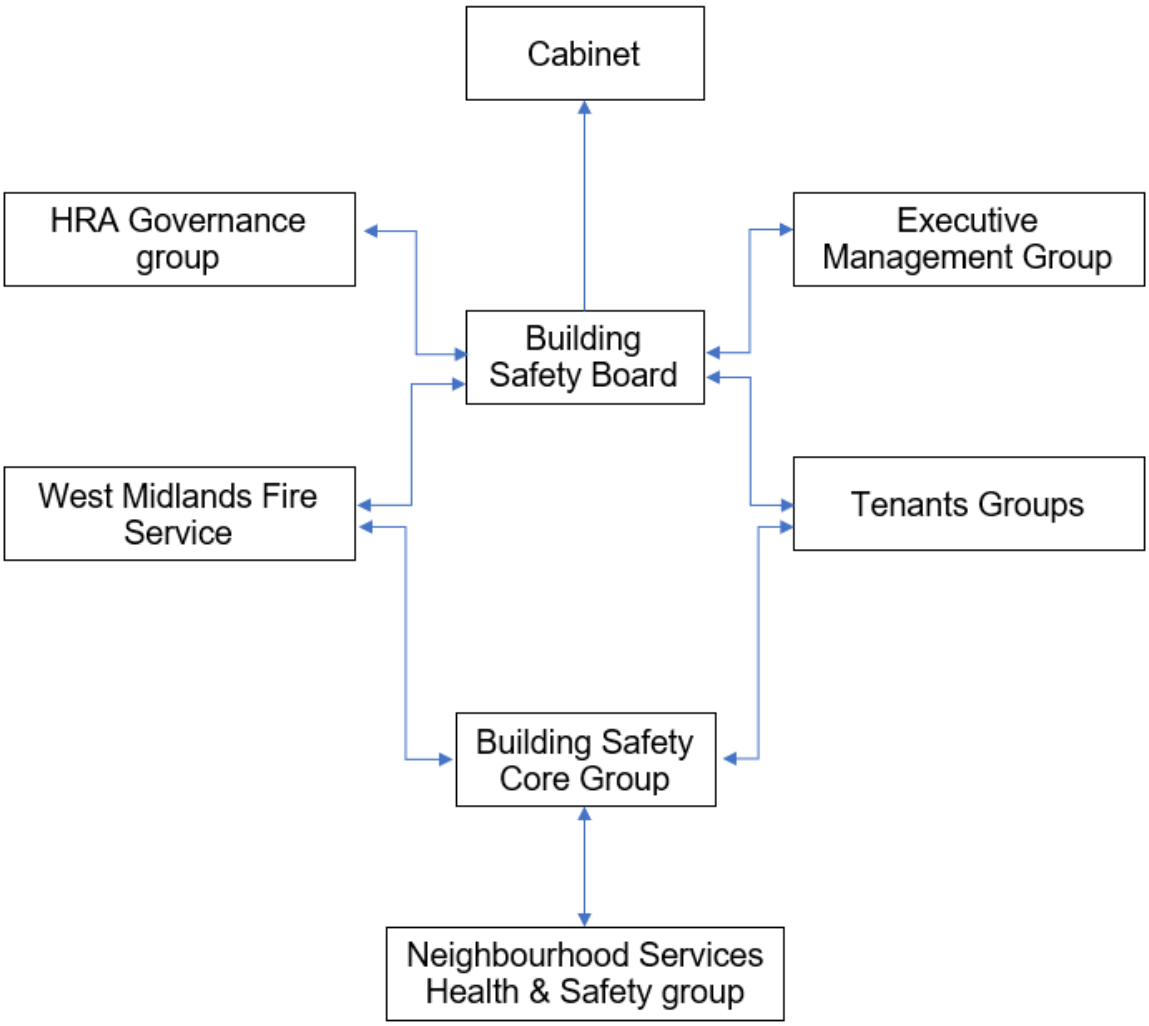
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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 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 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 or you have been advised by the emergency services to leave.

Section number	Section Area	Individual Risk Level
Section 6	**External Envelope** The building is of traditional brick construction with a pitched, tiled roof. UPVC double glazed units are fitted to individual flats and communal windows. The front and rear elevation additionally have sections of UPVC shiplap. (See observations).	Trivial
Section 7	**Means of Escape from Fire** The premise has a single staircase and two final exit doors that provide a sufficient means of escape. Several flats at their entrances have door mats, the fire rating is not known on the door mats. Flat 27 entrance door requires adjustment because it fails to reliably self-close fully into the frame. Flat 27 letterbox front plate is missing.	Trivial
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 flats checked were to an LD2 standard.	Trivial
Section 9	**Emergency Lighting** The premise has sufficient emergency/ escape lighting system in accordance with BS 5266.	Trivial

Section 10	**Compartmentation** Individual flat doors are Notional Timber FD30s doors. The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire between dwellings and support the stay put unless policy. The electrical cupboard has timber FD30S doors that are lockable with a 54-mortice lock.	Trivial
Section 11	**Fire Fighting Equipment** The premises have no provision for firefighting equipment.	Trivial
Section 12	**Fire Signage** Appropriate Fire door signs & No Smoking signs 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 06/09/24.	Trivial
Section 15	**Waste Control** Regular cleaning services take place at the block and regular checks from caretakers help with waste control at the block.	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** The final exit doors have door entry systems installed. These doors have a fob reader to enter the building and a handle to exit the building. There is no evidence of any arson since the last risk assessment was carried out.	Trivial
Section 18	**Storage Arrangements** Residents do not have access to any secure storage cupboards. Residents should not store fuel or LPG Cylinders in their home or storage facilities. This documented in the tenancy agreement.	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 25-30 Willow Close, 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.

Considering the use of the premises and the occupants within the block, the potential consequences for life safety in the event of a fire would be slight harm. This is because all flats are fitted with timber Notional FD30S entrance doors, combined with suitable smoke detection to a minimum of LD3 standard and from flats sampled majority are at LD2 standard within flats, a Stay Put – Unless policy and two final exit doors.

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

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

When future refurbishments are carried out, there are a number of observations that would improve the fire safety aspects of 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 risks:

(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 period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

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. This will be reliant on the outcomes of the government consultation which is yet to be published.

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

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

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

Section 3 Contact Details

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

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

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

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

Chief Executive Shokat Lal		
Executive Director Asset Manager & Improvement Alan Lunt		
Assistant Director Asset Manager & Improvement Sarah Agar		
Fire Safety Manager Tony Thompson		
Team Lead Fire Safety Jason Blewitt		
Team Lead Building Safety Anthony Smith		
Housing Office Manager Prabha Patel		
Building Safety Managers Adrian Jones 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

This type 1 fire risk assessment covers

Willow Close 25-30
Cradley heath
B64 6EG

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:

The Low-rise block was constructed in the 1968 of traditional brick cavity and concrete construction with brick walls concrete floors and stairs. The block has double glazed UPVC window frames with a pitched, tiled roof.

The block consists of 3 stories inclusive of ground.





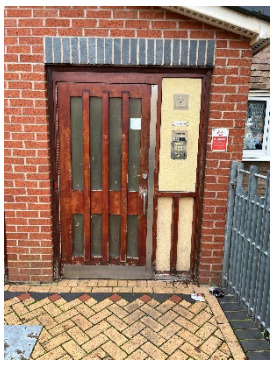

Each of the floors from the ground floor upwards contain 2 individual flats.

The block is also attached to the next block 31-36.

The building has a pitched roof, with access to the common roof space via a secured hatch on the 2nd floor landing.



The block has a front entrance, that has a door entry system with a fob reader installed. There is a rear access door, leading to a rear courtyard area, this has a fob reader to enter the building. Both escape routes lead to an ultimate place of safety. The Front final exit door has a drop latch key firefighter override on the outside.

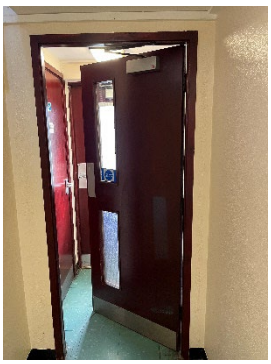




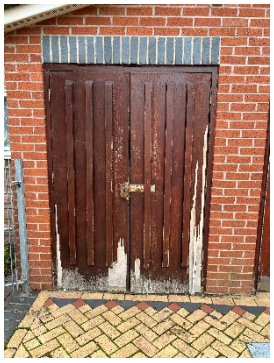


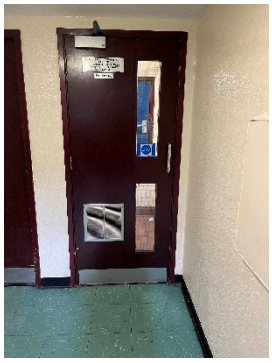
All entrances lead through a further door which is an FD30S with vision panel before entering the ground floor lobby area.





Each block has its own bin store adjacent the main entrance with access for residents via an access hatch which is further separated from the ground floor lobby via an FD30s fire door with vision panel and intumescent baffle.

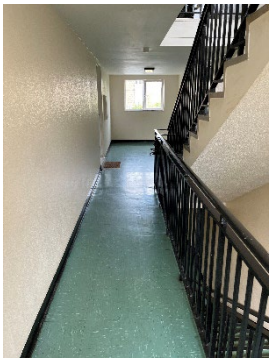








The block has a single concrete central staircase as the sole means of escape (above ground floor).

Flats 25,26, are on the ground floor
Flats27,28, are on the 1st floor
Flats 29,30 are on the 2nd floor

The service cupboard housing electrical intakes is situated at the rear of the building behind to the side of the final exit door, these are FD30s doors.

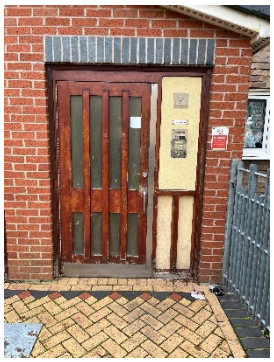


The gas is supplied externally to flats.

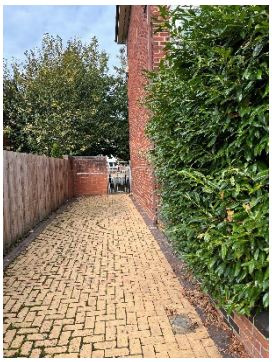




The building has been designed and constructed to provide reasonable facilities to assist fire fighters in the protection of life. Reasonable provisions have been made to enable fire appliances to gain access to the building.







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
Date of Construction	1968
Construction Type	Traditional Brick Cavity / Concrete
Last Refurbished	Unknown
External Cladding	Small area of UPVC shiplap
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	In External Bin Store Only
Access to Roof	Via Loft Access on 2nd floor landing.
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 6 flats in total,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

Building Plan

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





Section 6

External envelope

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

Below is a breakdown of the materials used within the external envelope.

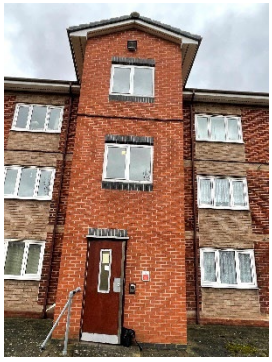
It is deemed that the combination and application of these materials presents an acceptable level of fire risk.

1) The external surface of the building is predominantly traditional brick construction.

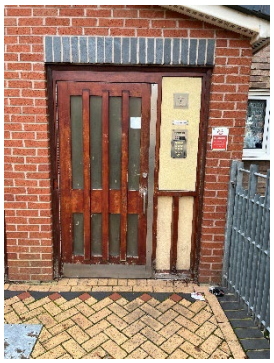
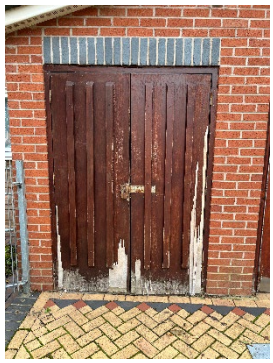




2) The roof is clad with concrete tiles.



3) Doors to the entrances and bin storage rooms are of timber construction and padlocked for security.

4) The building has UPVC facias and guttering just below the roof line.

5) UPVC double glazed units have been installed to each flat.



6) Sections of the front and rear elevation are covered with UPVC shiplap cladding. See observations.



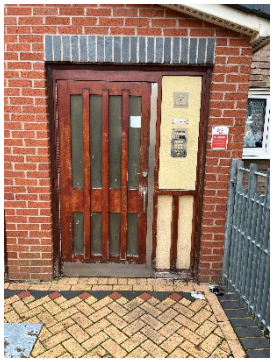
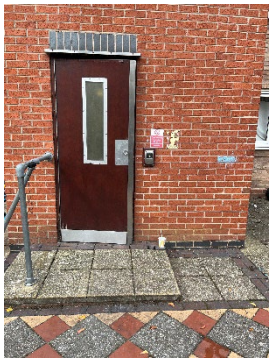


7) In the building the 1st and 2nd floor communal landings, have a set of UPVC windows, these windows can be opened without the use of a key, these also allow sufficient ventilation. There is no automatic smoke ventilation system installed in this premises.





8) 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. Both access doors are solid timber.

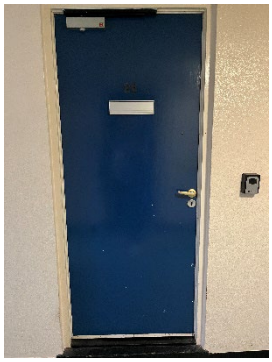
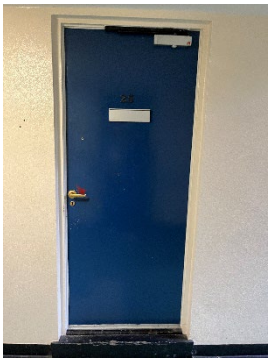
9) Gas risers are on external elevations.

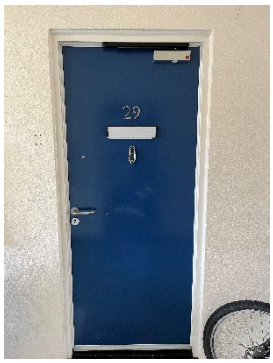



Section 7

Means of Escape from Fire

1) Individual flat doors are FD30s rated timber fire doors, doors. Original timber doors should be considered for replacement in the future. See observations.



Willow Close 25-30 (O&E)	BL53285WI23	25 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Willow Close 25-30 (O&E)	BL53285WI23	26 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Willow Close 25-30 (O&E)	BL53285WI23	27 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Willow Close 25-30 (O&E)	BL53285WI23	28 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Willow Close 25-30 (O&E)	BL53285WI23	29 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed
Willow Close 25-30 (O&E)	BL53285WI23	30 Willow Close;Cradley Heath;West Midlands;;	Timber Door FD30s	Not Glazed

2) 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.

3) **Flat 27 Door does not close correctly on latch requires adjusting to close correctly see action 7/3.**



4) **Flat 27 Letter box plate is missing and requires replacing see action 7/4.**

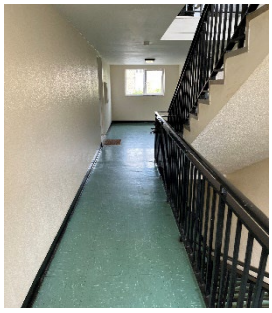


5) Individual flat electricity meters are located adjacent flat entrance doors on communal landings. The meters are within wall mounted GRP modular units fitted with budget locks. The fire rating of these units is unknown. See observations.



6) The block has a single staircase that provides a means of escape and is 1020mm in width.

7) All corridors are of adequate width (at least 1050mm) and are kept clear to promote maintain safe exit in an event of fire.

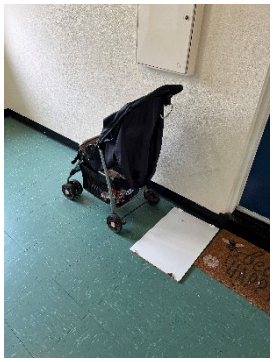


8) None of the corridors that form part of the means of escape are dead ends.

9) The means of escape is an open plan landing and stairs construction over three floors.

10) The landings are kept clear to maintain safe means of escape.

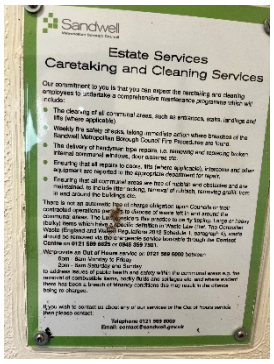
11) **Outside flat 27 a push chair and bicycle were being stored in the landing area. See action 7/11.**





12) 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.

13) 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.

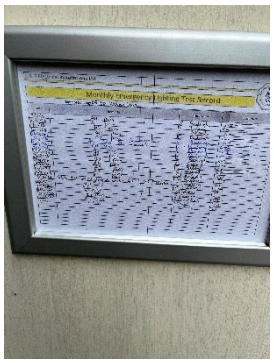


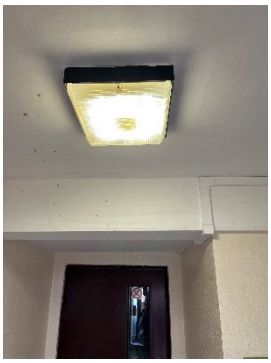


14) Ventilation of the common area is facilitated by openable windows in the stairwell. There is no automatic smoke ventilation system installed in this premises.



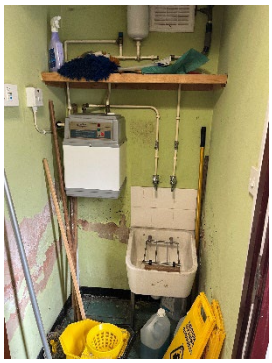
15) Emergency lighting is provided to communal landings and stairs. Checks are done monthly by Sandwell MBC in house electrical team or approved contractor.



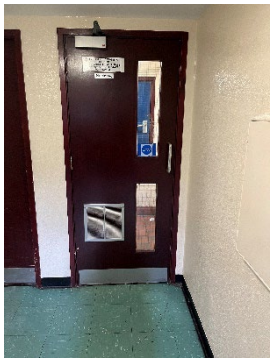


16) The cleaners store cupboard is protected by an FD30 fire door. The door is secured by a suited type 54 mortice lock and key.

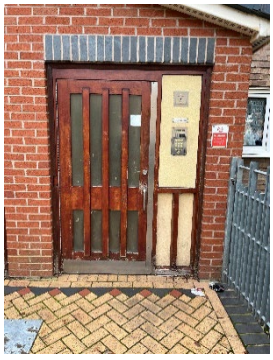




17) All communal doors are fitted with self closing devices that are checked on a regular basis by caretaking teams as part of their routienly check. Defective closing devices are replaced either by the caretaking team or in house repair team.



18) The final front exit door has a door entry system installed. These systems are designed with a fail safe i.e., door unlocked in the event of a power failure. This prevents residents being locked in or out of the building. All final exit doors are openable by means of a levered handle.





Section 8

Fire Detection and Alarm Systems

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

2) Based on samples taken, the previous fire risk assessment and information kept on file (JM) the smoke alarms within resident's flats are installed to a minimum of an LD3 Standard. Majority of flats are to an LD2 standard.

Flat 27 was accessed and was seen to be LD2 standard.



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

3) There is no effective means for detecting an outbreak of fire to communal areas. The reason for this is:

I. Such systems may get vandalised.
II. False alarms would occur.
III. A Stay Put - Unless policy is in place.

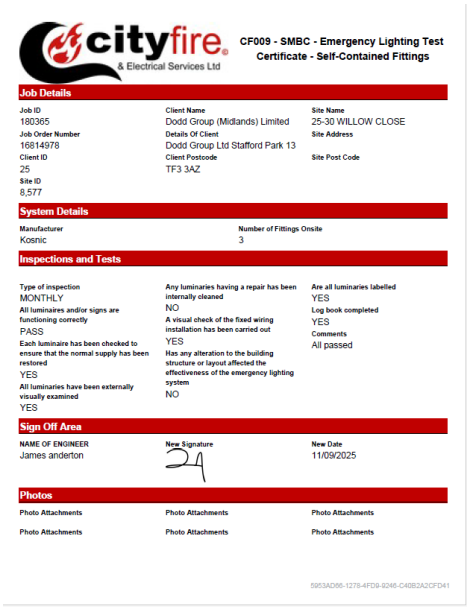
Section 9

Emergency Lighting

1) The premises has a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.

2) The self-contained units are provided to the communal landings, stairs.

3) All installed equipment is checked and tested monthly by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards. The emergency lighting was subject to an in-house test on 09/09/2025



cityfire. & Electrical Services Ltd

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

Job Details

Job ID	Client Name	Site Name
180365	Dodd Group (Midlands) Limited	25-30 WILLOW CLOSE
Job Order Number	**Details Of Client**	**Site Address**
16814978	Dodd Group Ltd Stafford Park 13	
Client ID	**Client Postcode**	**Site Post Code**
25	TF3 3AZ	
Site ID		
8,577		

System Details

Manufacturer	Number of Fittings Onsite
Kosnic	3

Inspections and Tests

Type of inspection	Any luminaries having a repair has been internally cleaned	Are all luminaries labelled
MONTHLY	NO	YES
All luminaires and/or signs are functioning correctly	**A visual check of the fixed wiring installation has been carried out**	**Log book completed**
PASS	YES	YES
Each luminaire has been checked to ensure that the normal supply has been restored	**Has any alteration to the building structure or layout affected the effectiveness of the emergency lighting system**	**Comments**
YES	NO	All passed
All luminaries have been externally visually examined		
YES		

Sign Off Area

NAME OF ENGINEER	New Signature	New Date
James anderton		11/09/2025

Photos

Photo Attachments	Photo Attachments	Photo Attachments
Photo Attachments	Photo Attachments	Photo Attachments

5953AD66-1278-4FD9-9246-C40B2A2CFD41

Section 10

Compartmentation

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 notional 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 ground floor communal landing is protected by Timber FD30s doors with vision panels.





7) These Doors provide compartmentation from the bin store and the cleaners cupboard.

8) Service cupboard on the ground floor is accessible at the rear of the building and contains the electrical intake. The door is a notional timber fire door with smoke seals and intumescent strips and lockable with a 54 mortice lock.



9) All individual flats are installed with notional timber FD30s rated timber doors.

10) The block has a Pitched roof with a loft access panel on the second-floor landing. Access was not possible during this survey; however, the assessor will return once suitable access equipment is available. This FRA will then be reviewed.



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

4) No smoking (Smoke Free England) signage is displayed at the front entrance to the premises.



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. Teams are not expected to try and tackle fires.

4) Fire safety information has been provided as part of tenancy pack. Information regarding the Stay Put Unless fire evacuation strategy is provided to tenants.

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

Section 14

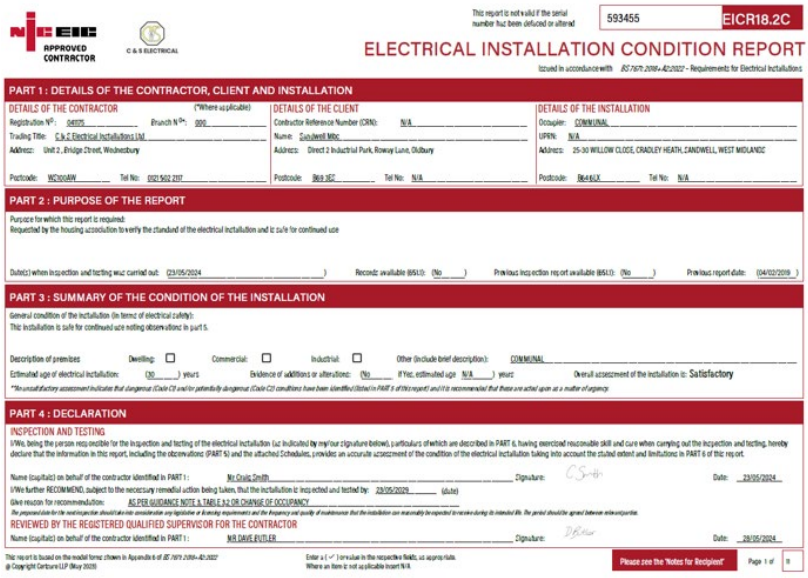
Sources of Ignition

1) Smoking is prohibited 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 EICR inspection was last carried out 06/09/24 and is carried out every 5 years.



593455 EICR18.2C

ELECTRICAL INSTALLATION CONDITION REPORT

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

PART 2 : PURPOSE OF THE REPORT

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

PART 4 : DECLARATION

5) Portable heaters are not allowed in any common parts of the premises.

6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. The gas supply is supplied externally.



6) All Individual flat electricity meters are located adjacent flat entrance doors on communal landings. The meters are within wall mounted GRP modular units fitted with budget locks. The fire rating of these units is unknown. The units have previously been recommended for upgrade or relocation to within resident's flats as part of a future works upgrade program which is to be confirmed.



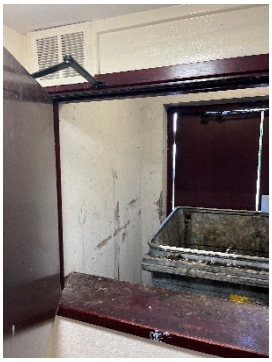
Section 15

Waste Control

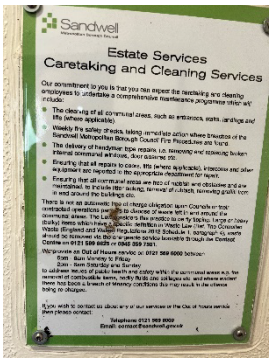
1) There is a regular Cleaning Service to the premises.

2) Refuse bins are stored to the front of the building in a purpose-built store. Bins Are regularly emptied.





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





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

Section 16

Control and Supervision of Contractors and Visitors

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

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

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

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

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

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

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

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

   d) Final Contractor review on completion of works undertaken.

Section 17

Arson Prevention

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

2) Restricted access to the premises by means of a door entry system to the front and the rear.



3) There is no current evidence of arson.

4) There have been no reported fire incidents since the last FRA.

5) The perimeter of the premises is illuminated by street and car park lighting only.

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.

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

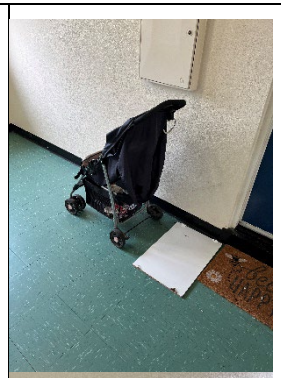
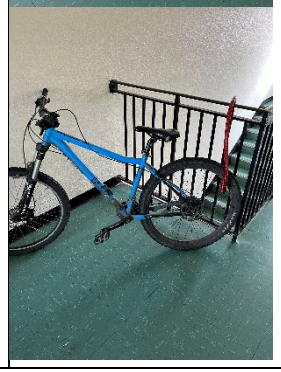


Fire Risk Assessment Action Plan



Name of Premises or Location:	Willow Close 25-30
Date of Action Plan:	23/10/2025
Review Date:	<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/3	Flat 27 Door does not close correctly on latch requires adjusting to close correctly.		P2	1-3 Months Fire Rapid Response JM18077720	11/12/2025
7/4	Flat 27 Letter box plate is missing and requires replacing.		P2	1-3 Months Fire Rapid Response JM 18265440	11/12/2025

7/11	Outside flat 27 a push chair and bicycle were being stored in the landing area, these items require removal.	 	P2	1-3 Months Housing Manager	21/11/2025

Observations When undertaking future improvement program(s), it is advised that the observations listed below should be given consideration (noting that the safety of the residents is not jeopardised by these, and all steps to reduce any known risks have been taken).
All Individual flat doors are notional FD30s rated timber doors, these doors should be considered for upgraded to FD30s composite doors on the blocks next programmed refurbishment.
Sections of the front and rear elevation are covered with UPVC shiplap cladding. On the blocks next programmed refurbishment, the cladding should be considered for replacement for a non-combustible material.
Individual flat electricity meters are located adjacent flat entrance doors on communal landings. The meters are within wall mounted GRP modular units; relocation to flats should be considered on the next refurbishment programme.

Signed

	Fire Risk Assessor	Date:23 October 2025
	Building Safety Manager	Date: 23 October 2025

Appendix 1

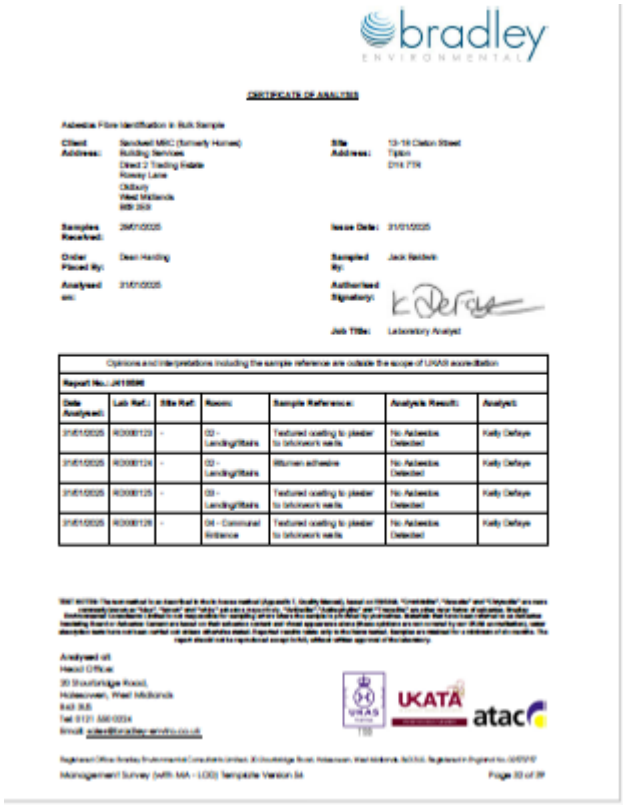
Significant Hazards on Site and Information to be Provided for the Fire Service

Name of property: Willow Close 25-30

Updated: 29/01/2025

Premise Manager: Prabha Patel **Tel. No.: 0121 569 2975**

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



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CERTIFICATE OF ANALYSIS

Asbestos Fibre Identification in Bulk Sample

Client Address: Sandwell MBC (formerly Homes) Building Services Direct 2 Trading Estate Rowley Lane Oldbury West Midlands B69 3SX

Site Address: 13-16 Claton Street Tipton DY4 7TH

Samples Received: 29/01/2025

Issue Date: 31/01/2025

Order Placed By: Dean Harding

Sampled By: Jack Baldwin

Analysed on: 31/01/2025

Authorised Signatory:

Job Title: Laboratory Analyst

Opinions and interpretations including the sample reference are outside the scope of UKAS accreditation

Report No.: J013596

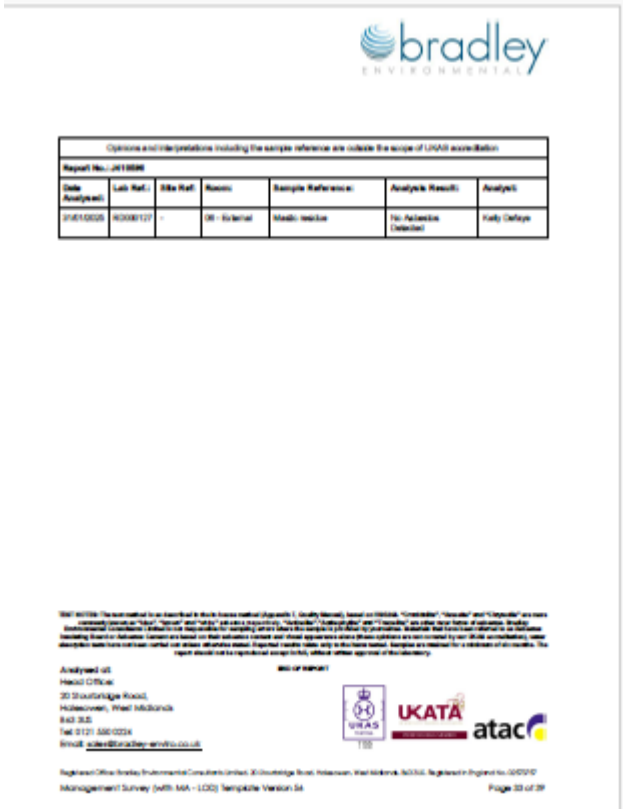
Date Analysed:	Lab Ref.:	Site Ref:	Room:	Sample Reference:	Analysis Result:	Analyst:
31/01/2025	40008123	-	02 - Landing/Stairs	Textured coating to plaster to bitumen walls	No Asbestos Detected	Kelly Defaye
31/01/2025	40008124	-	02 - Landing/Stairs	Bitumen adhesive	No Asbestos Detected	Kelly Defaye
31/01/2025	40008125	-	03 - Landing/Stairs	Textured coating to plaster to bitumen walls	No Asbestos Detected	Kelly Defaye
31/01/2025	40008126	-	04 - Communal Entrance	Textured coating to plaster to bitumen walls	No Asbestos Detected	Kelly Defaye

Analysed at:
Head Office
20 Stourbridge Road,
Halesowen, West Midlands
B63 3UB
Tel: 0121 550 0334
Email: adam@bradley-enviro.co.uk

UKAS TESTING 159 UKATA atac

Registered Office: Bradley Environmental Consultants Limited, 20 Stourbridge Road, Halesowen, West Midlands, B63 3UB. Registered in England No. 2470747

Management Survey (with MA - LOD) Template Version 04 Page 33 of 39



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Opinions and interpretations including the sample reference are outside the scope of UKAS accreditation

Report No.: J013596

Date Analysed:	Lab Ref.:	Site Ref:	Room:	Sample Reference:	Analysis Result:	Analyst:
31/01/2025	40008127	-	05 - External	Mastic residue	No Asbestos Detected	Kelly Defaye

END OF REPORT

Analysed at:
Head Office
20 Stourbridge Road,
Halesowen, West Midlands
B63 3UB
Tel: 0121 550 0334
Email: adam@bradley-enviro.co.uk

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Registered Office: Bradley Environmental Consultants Limited, 20 Stourbridge Road, Halesowen, West Midlands, B63 3UB. Registered in England No. 2470747

Management Survey (with MA - LOD) Template Version 04 Page 33 of 39

ABOUT THE REPORT – PLEASE READ

All Survey Methodology is based upon HSE document HSG 264 - Asbestos: The Survey Guide. All surveyors are experienced British Occupational Hygiene Society (BOHS) P402 qualified surveyors with extensive Surveying & Refurbishment Project experience specific to Sandwell MBC's managed housing stock.

The person or persons using this report to programme refurbishment work on site are assumed to be competent & experienced in the field of domestic refurbishment projects & have suitable & sufficient asbestos awareness to understand the scope of this report & apply it to the project.. All trade operatives working on site are also expected to have relevant asbestos awareness training & experience. IF IN DOUBT STOP & ASK! Please ensure the report covers the areas that you need to work on.

SHAPE: Sandwell MBC's integrated ICT solution holds the Company Asbestos Register. The Asbestos Register is interrogated when completing the asbestos survey report to ensure that ACM's in similar properties are considered where relevant. The Register holds details of all suspected or confirmed ACM's identified during Refurbishment & Demolition programmes as well as Repairs activities for the past 11 years. If potential ACM's have been identified within difficult to survey areas such as Cavity Walls, Floor Voids etc these will be highlighted within the report. The interrogation of the Company Asbestos Register compliments the survey & report process it does not substitute the Refurbishment & Demolition Survey.

Void Properties – The Building Surveying team who undertake Refurbishment & Demolition Asbestos Surveys also undertake Domestic Energy Assessment Surveys, Boroscope Surveys for Thermal Insulation & Fire Integrity Assessments to a representative percentage of the void turn over.

Site Overview Page 2 – This section is included to aid surveying & to ensure comprehensive survey information is detailed.

Term	Explanation
Property Address	Specific Property to which survey relates.
Surveyed by	Relates to P402 trained surveyor.
Action taken on Project	Record what action may have been undertaken to the Asbestos in question. E.g. Nothing, Repair, replace, Manage.
Type of Work to be undertaken	Relates to the envisaged type of work that the Asbestos Survey Report will be used to aid. This assists the asbestos surveyor to guide his survey methodology & will help the users of this report decide if it is suitable for the work activity being undertaken.
ACM	Asbestos Containing Material.
HSE Notify	This highlights if a material normally requires notification to the Health & Safety Executive prior to removal. GUIDANCE ONLY.
Bulk Sample	Sample of potential ACM that is representative of the whole.
Request Sample	The item described has not been tested for Asbestos content. The item must be presumed to contain asbestos until sampling confirms. If work is going to be undertaken in this area sample should be requested prior to work starting.
Awaiting Results	If no results have been detailed then you must not work on these items until you receive further confirmation.
Extent	An estimate of quantity will be given where possible to aid work planning & valuation.
Labels	Materials will be labelled where practical. Labelling will be not be undertaken to low risk materials e.g. floor tiles, Textured Coatings etc or where labelling could easily be removed or would cause potential exposure if removed. All presumed ACM's will be labelled as "Asbestos" where practical. All sampled materials will be labelled with an" Asbestos Sampled" label.

Term	Explanation
Photo's	These will usually be provided for the front elevation of the property to aid identification.
Sampled by	P402 trained surveyor.
Checked by	P402 trained surveyor who checks report prior to issuing.
Survey Report Type	Report type is determined by the type of work to be undertaken. The reader of this report must satisfy themselves that the scope of the survey is sufficient for the purpose of work being undertaken.
Refurbishment Survey	HSG 264 – Refurbishment & Demolition Survey. Surveying undertaken to all parts of the property presuming full decent homes refurbishment, which may include, New Kitchen, New Bathroom, Electrical Rewire, Re-roof, Full Heating System. Taking account of the complete structure of the property & archetype information available. This survey has been carried out without detailed knowledge of the works to be undertaken during refurbishment. Anyone using this report to support building works being undertaken to the property should ensure that the report is sufficient for the purposes of the building work being undertaken. The reader should be confident that the areas that are to be disturbed by the proposed work are included.
Management Survey	A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.
Refurb & Management Survey	Both Survey Report Types are ticked! due to works identified at survey stage the surveyor has completed Refurbishment Survey for the works required & may have undertaken a management survey on remaining areas of the property. The report should not be used for works outside the scope stated, unless the reader assures themselves that it is suitable & sufficient.
Cavity Walls / Floor Voids or similar.	Will be assessed at survey stage & desktop assessment of similar archetypes.
Photo's	Where practical & to aid the identification of ambiguous material locations photos will be included within the report to ensure that materials are identified on-site correctly. Photos will be annotated where necessary.