



This report shows all the responses to the Fire Risk Assessment survey, including raised tasks.

Asset ID: 9041 **Woodtop Harcourt Street, Burnley**

Cover Sheet

Photo



Date of Fire Risk Assessment	06 Feb 2025
Date of Next Fire Risk Assessment	06 Feb 2026
FRA Frequency (Months)	12
Purpose of Fire Risk Assessment	Annual Re-Assessment
Type of Fire Risk Assessment	Type 1 (Common Parts Only - Non Destructive)
Fire & Safety Assessor	Ian Potter

It is sensible to have arrangements in place to ensure the consistency of Fire Risk Assessments in terms of the assessment of risk and mitigations proposed. In this regard Accent peer validate around 20% of reports, which are available within our audit system.

The Scheme

Scheme Name	Woodtop
Scheme Address	Woodtop Harcourt Street, Burnley
Postcode	BB11 5AR
Region	North West
Scheme Manager	
Scheme Tel. No	N/A
Scheme Inspection Completed	
Enforcing Fire Authority	Lancashire
Other staff in attendance	Jonathan Melvin
Number of on-site Accent staff	Scheme Manager Part-Time
Number of other (non-Accent) staff	Contract Cleaners in common areas

The Building

Accommodation Type	CAT2 Housing for Older People (S28)
Build Date	Jan 1 1979
Number Of Homes	31
Homes breakdown	Flat
External wall construction	Facing Brick
External wall finish	Facing Brick
Roof construction	Timber
Roof covering	Interlocking Pitched
PEEPs in place where necessary	Yes
Current Evacuation Strategy	Stay Put (Delayed) Evacuation
Conversion or purpose-built	Purpose Built
Number of storeys	3
Number of floors on which car parking is provided	0
Is there a habitable basement?	No
Number of internal Staircases (protected or unprotected?)	4 protected
Number of External Staircases	0
External Balcony part of escape route?	N/A
Unusual features	None
Building Access Conditions for Fire Brigade	Vehicular Access to one or more elevations

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Fire Detection and Warning System	Flats and common areas not linked
Grade of fire alarm	Grade A
Category of fire alarm	LD2 Additional Protection
Emergency Lighting Provision	Mixed system - Common areas
Portable Fire Extinguishers supplied/fitted	Yes
Fixed Fire Fighting Installations	No

Customers

Number of occupants	40
Occupant tenure type breakdown	CAT2 Housing for Older People

Fire Safety Related Customer Safety Servicing

Overdue communal gas safety checks	0
Overdue domestic gas safety checks	0
Overdue communal electrical condition checks	0
Overdue domestic electrical condition checks	0
Overdue alarm call pull chord tests	0
Overdue communal PAT testing	0
Overdue customer mobility scooter PAT testing	0
Overdue Monthly Emergency Lighting Switch Tests	0
Overdue Annual Emergency Lighting tests	0
Overdue Weekly Fire Alarm Testing	0
Overdue Fire Panel - Six Monthly Testing	1
Overdue Fire Safety Equipment tests	1

Building Fire Safety Surveys - Communal Doors

Failing Communal Fire Doors	0
Communal Fire doors due for replacement within 5 years	0

Dwelling Doors

Failing Dwelling Fire Doors	0
Dwelling Fire doors due for replacement within 5 years	0

Fire Risk Assessment Survey Results

Scheme and Building Information

Photo



Date of Fire Risk Assessment	06/02/2025
FRA Frequency (Months)	12
Purpose of Fire Risk Assessment	Annual Re-Assessment
Type of Risk Assessment	Type 1 (Common Parts Only - Non Destructive)
Quantity	1
Fire & Safety Assessor	Ian Potter
Enforcing Fire Authority	Lancashire
Scheme Tel. No	N/A
Other staff in attendance	Jonathan Melvin
Number of on-site Accent staff	Scheme Manager Part-Time
Number of other (non-Accent) staff	Contract Cleaners in common areas
Scheme Inspection completed	
Number of occupants	40
Personal Emergency Evacuation Plans in place	Yes
Current Evacuation Strategy	Stay Put (Delayed) Evacuation
Conversion or purpose-built	Purpose Built
Number of Storeys	3
Number of floors on which car parking is provided	0
Is there a habitable basement?	No
No. of internal staircases (protected/unprotected)	4 protected
Number of external staircases	0
External balcony part of escape route?	N/A
Unusual features	None

Fire Risk Assessment Survey Results

Building access conditions for Fire Brigade	Vehicular Access to one or more elevations
Surroundings: Residential/Commercial	Mixed
Fire Detection and Warning System	Flats and common areas not linked
Grade of Fire Alarm	Grade A
Category of Fire Alarm	LD2 Additional Protection
Emergency Lighting Provision	Mixed system - Common areas
Portable Fire Extinguishers / Fire Blankets supplied / fitted	Yes
Water Extinguisher(s) present	No
Foam Extinguisher(s) present	No
Dry Powder Extinguisher(s) present	Yes
Carbon Dioxide Extinguisher(s) present	Yes
Fire Blanket(s) present	Yes
Fixed Fire Fighting Installations supplied / fitted	No
Dry Riser(s) present	No
Wet Riser(s) present	No
Sprinkler System present	No
Hosereel(s) present	No
Automatic Opening Vent(s) present	No

Electrical Sources of Ignition

Electrical installation within common areas in good condition and no obvious damage?	Yes
Comment	None seen at time of inspection
Valid Electrical Installation Condition Reports held on file? (Common Areas & General Needs Flats)	Yes
Comment	In date until 25th October 2029
Electrical App/PA Testing - tested within past 12 months?	Yes
Comment	Last tested 19th August 24
Absence of trailing leads and adapters?	Yes
Comment	None seen at time of inspection
Evidence that mobility scooters are not being stored/charged in common areas?	Yes
Comment	None seen at time of inspection
Is there a purpose built mobility scooter store/charging area?	No

Comment

Does the building have a lightning protection system?

No

Comment

Not required

Gas installations

Is there a commercial/domestic gas supply to the scheme?

Yes

Comment

Gas fired boilers

Valid LGSR held on file for fixed communal area gas appliances?
(Boilers)

Yes

Comment

Last tested 9th March 24

Valid LGSR held on file for residential flats that contains gas appliances?

N/A

Comment

No gas supply to flats

Are smoke/heat detectors within General Needs flats subject to an annual inspection and the results

N/A

Comment

ILS

Other Sources of Ignition

Is there a no smoking policy in place, which is enforced and adhered to?

Yes

Comment

Smoking allowed in flats only. Notices in place

Adequate security against arson?

Yes

Comment

Door entry system and CCTV.
Recent issues with unauthorised entry but these have been addressed with the Scheme Manager

Are refuse/recycling bin areas managed and suitably located?

Yes

Comment

Dedicated internal bin store. Clean and tidy at time of inspection

Are there communal cooking facilities at this scheme?

Yes

Comment

Seldom used for cooking

Are reasonable measures taken to prevent fires as a result of cooking?

Yes

Comment

Not used for food preparation by residents

Where there is extraction in communal kitchens, are filters and ductwork changed/cleaned regularly?

N/A

Comment

Expelair only

Housekeeping

Are all electrical/intake/service cupboards secure and free from general waste, contractors waste and residents personal items?

No

Comment

All OK apart from store cupboard on 2nd floor containing an old mattress. Scheme Manager informed to arrange removal.

Are unnecessary accumulations of combustible materials or waste avoided?

No

Comment

External area near laundry room has large amount of combustible waste stored adjacent to building

Are combustible materials and substances separated from ignition sources and stored appropriately?

Yes

Comment

None seen at time of inspection

Furniture/furnishings in good condition, fire retardant/resistant and comply with modern standards and regulations?

Yes

Comment

Checked

Observation	Priority	Referred To	Required By:	Task ID
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Large amount of discarded household items were found in an external yard near the laundry. Mattress found in store cupboard on 2nd floor. Scheme Manager informed to arrange removal at time of inspection. Email confirmation sent 14th Feb

Internal - Medium



Other Significant Fire Hazards

Are all other significant fire hazards adequately controlled?

Yes

Comment

None seen at time of inspection

Means of Escape from Fire

Is it considered that the building is provided with reasonable means of escape in case of fire?

Yes

Comment

All doors checked for ease of operation

Escape routes unobstructed and safe to use?

Yes

Comment

Supermarket shopping trolley found in first floor corridor. This was removed by a resident at the time of inspection

Exits immediately openable without a key and/or failsafe's function correctly?

Yes

Comment	Checked
Reasonable distances of travel where there is a single/alternative direction of travel?	Yes
Comment	All within acceptable limits
Escape routes lead to final exits and open in direction of escape where necessary?	Yes
Comment	Checked

Fire Spread and Development

Is it considered that the compartmentation is of a reasonable standard?	No
Comment	A compartmentation survey and subsequent works were completed following the last FRA. The remedial works were completed in October 24. During this FRA I inspected the immediate areas around each loft hatch in the roof spaces of the communal areas. Several breaches of the compartmentation have been missed and some of the repairs are not satisfactory despite having a certification label attached.
Is there reasonable limitation of surface finishes that might promote fire spread (walls, floors, ceilings)?	Yes
Comment	Painted walls
Are fire dampers/shutters provided in ducts/refuse chutes to protect means of escape against fire, smoke and combustion products?	N/A
Comment	None fitted
As far as can be reasonably ascertained, is the compartmentation within roof spaces of a satisfactory standard?	No
Comment	See above
Loft hatches fire resisting?	Yes
Comment	All one hour
As far as can be reasonably ascertained, is the fire stopping above cross corridor fire doors within suspended ceiling void of a satisfactory standard?	N/A
Comment	No suspended ceiling
Do external walls, doors, windows and anything attached to the exterior, limit fire spread?	Yes
Comment	Standard construction
If Smoke Control Systems (AOV's) are fitted, are the records of annual testing available?	N/A
Comment	None fitted
Are roller shutter doors that are required to be FR, fire resisting and self-closing?	N/A
Comment	None fitted

Observation	Priority	Referred To	Required By:	Task ID
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Several breaches of the compartmentation were found in loft spaces. This was an issue from the last FRA. Contractors carried out a full survey and repairs in October 24. Some of the breaches have been missed and others not fire stopped to the required standards. The contractor has been spoken to to arrange for the issues to be rectified

Repair - Non
Emergency



Observation	Priority	Referred To	Required By:	Task ID
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Several Flat front doors don't have thumbturn locks on the inside. A work order has been raised previously to replace these 1249191

Repair - Non
Emergency

Observation	Priority	Referred To	Required By:	Task ID
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The following fire doors require attention

1. Laundry door not self closing
2. Corridor door nt Flat 20/21 Combined seal loose on leading edge. Door not self closing.
3. Managers office door has had lock removed and not replaced. Thumbturn lock required

Work order 1257920

Repair - Non
Emergency



Emergency Escape Lighting

Is the emergency lighting correctly specified and installed as per current standards?

Yes

Comment

The Scheme Manager informed me that several luminaries were not operating due to bulb availability. These require older style bulbs which are difficult and more expensive to obtain. A survey will be requested to ascertain the extent of the issue and subsequent quote for rectification Work order 1257929

Emergency lighting units in good condition and securely fixed to walls/ceilings?

Yes

Comment

No issues seen at time of inspection

Records of monthly/annual testing available?

Yes

Comment

Last Monthly test 4th Feb 25
Last annual test carried out 26th July 24

Fire Safety Signs and Notices

Are the correct Fire Action/Advice notices displayed in prominent locations within the common areas?

Yes

Comment

Checked

Directional fire escape signage in place and adequate?

Yes

Comment

Checked

Is there suitable LIFT signage i.e. do not use in case of fire?

Yes

Comment

On all floors

Do common area fire doors display the correct signage on both sides where applicable?

Yes

Comment

Checked

Means of giving Warning in case of Fire

Is the scheme fitted with a communal area fire alarm?

Yes

Comment

Is fire detection and warning system appropriate for occupancy and fire risk, as per BS 5839-1:2017?

Yes

Comment

Is the fire detection and warning system maintained/tested and all certificates saved on file?

Yes

Comment

Last tested by Tunstall 6th Jan 25

Fire alarm components in good condition and securely fixed to walls/ceilings?

Yes

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Comment	No obvious damage seen
Hold open devices operate at the sounding of the alarm and are in a serviceable condition?	Yes
Comment	Tested weekly by Scheme Manager. Dorgards tested by Assessor at time of inspection
Are there heat detectors located in the Kitchen, Boiler, Plant Room and Laundry?	Yes
Comment	Checked
Is the fire alarm panel remotely monitored, and if so are there records of regular testing?	Yes
Comment	Link to Astraline tested by Scheme Manager

Fire Extinguishing Equipment

Is fire extinguishing equipment and/or fixed fire fighting installations provided at this scheme?	Yes
Comment	Extinguishers
Portable fire extinguishers - appropriate type/number/position?	Yes
Comment	In high risk areas
Correct signage displayed by each fire extinguisher?	Yes
Comment	Checked
Fire blanket in communal kitchen, secured to the wall, complete with signage?	Yes
Comment	Checked
Dry risers - Inlet/outlet boxes secured and/or securing straps fitted to outlet valves?	N/A
Comment	None fitted
Records available of fire fighting equipment servicing within past 12 months?	Yes
Comment	Last tested 16th July 24

Management of Fire Safety

Are these premises regulated by the Building Safety Regulator under the Building Safety Act?	No
Comment	Under 11m
Are there other Responsible Persons who share or have fire safety duties in respect of the premises?	No
How will this sharing be achieved?	
Is an office or IL scheme being inspected?	Yes
Comment	ILS

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IL Schemes & Regional Offices - Are there sufficient numbers of qualified Fire wardens?	N/A
Comment	Not staffed 24/7
Offices - Are there suitable arrangements for ensuring the premises are evacuated?	N/A
Comment	ILS
Offices - Are there suitable arrangements for evacuating disabled people?	N/A
Comment	ILS
Offices - Suitable arrangements for meeting the fire service on arrival and providing relevant information?	N/A
Comment	ILS
Offices/IL Schemes - Is there a suitable assembly point?	Yes
Comment	Front car park
Offices - Are fire drills carried out at appropriate intervals?	N/A
Comment	ILS

Passenger Lift

Is the scheme fitted with a passenger lift?	Yes
Comment	One
Is the lift in full working order at the time of the FRA?	Yes
Comment	Observed in use
Is the lift fitted with a firefighters switch?	No
Comment	Not required
Servicing and insurance inspection - Evidence of regular servicing/maintenance?	Yes
Comment	Last inspection and maintenance 25th November 24

Premises Inspection Box

Is there a premises information box for fire & rescue service use?	No
Comment	There is a wall safe which is accessible to emergency services and contains emergency residents information and a master key

Evacuation Policy

Are there suitable arrangements for summoning the fire service?	Yes
Comment	Warden call (Astraline) and 999

Taking FRA findings, is the evacuation policy appropriate for the scheme as per latest guidance? Yes
Comment Stay put

Engagement with Residents

Has information of fire procedures been disseminated to residents? Yes
Comment Annual letter sent to residents. Posters and evac notices
Is general fire safety information disseminated to residents? Yes
Comment Annual leaflet sent

FRA Frequency

Taking the findings of this assessment into account, is the frequency of the FRA correct? Yes
Comment Annual

Miscellaneous

Are there any other observations/actions to raise that are not covered above. Yes
Action leading to a repair Yes
Internal administrative Action Yes
Are there fire related remedial works required at this property, that will affect the fabric of the building? No
Comment Remedial repairs only
Were there any unsatisfactory aspects of the Fire Risk Assessment? (Visible on Building Safety Report). Yes
Some fire doors did not fully close so works orders have been raised with our contractors. Yes
Some minor works were required which have been raised with our contractors. Yes
Unauthorised items were found in communal areas and arrangements were made for their removal. Yes
Not all records were up to date, as noted in the table below. Arrangements have been made for these to be completed. No
A number of fire doors were found to be wedged or propped open. Fire doors are there to keep you safe and me kept shut at all times. No

Risk Calculator - Fire

The following risk estimator is based on the general health and safety risk level estimator contained within BS 8800: 1996. Guide to occupational health and safety management systems.

1. Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from the fire (the probability of ignition) at this building is:

LOW MEDIUM HIGH

2. Taking into account the nature of the building, the occupants, the fire protection afforded and any procedural arrangements observed at the time of the assessment, it is considered that the consequences for life safety in the event of a fire would be:

MINOR MAJOR CRITICAL

The definition of the above terms is as follows:

FRA Review Frequency

MINOR	Outbreak of fire is unlikely to result in serious injury or death of any occupant (other than the occupant sleeping in a bedroom in which a fire occurs).
MAJOR	An outbreak of fire could result in injury of one or more occupants, but is unlikely to lead to fatalities.
CRITICAL	There is significant potential for serious injury or death of one or more occupants.

3. The above estimates are then read into the following matrix table to give the overall risk level for the site:

Fire Hazard	Minor	Major	Critical
Low	Trivial	Tolerable	Moderate
Medium	Tolerable	Moderate	Substantial
High	Moderate	Substantial	Intolerable

When the level of risk is established, the action level can be read from the table below:

Risk Level	Guide to actions and appropriate timescales
Trivial	No action is required
Moderate	Efforts should be made to reduce the risk level and this should be carried out within the specified time periods.
Substantial	Considerable resources may have to be allocated to reduce the risk level. It may be necessary to limit the occupation of some parts until urgent remedial action is taken.
Intolerable	The building (or the relevant area) should not be occupied until the risk is reduced.

The Overall Risk Level for this asset is: Trivial