



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

Asset ID: 32904 **Chorley Office The Martindales, Chorley**

Cover Sheet

Photo



Date of Fire Risk Assessment	24 Oct 2024
Date of Next Fire Risk Assessment	24 Oct 2025
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	
Scheme Address	Chorley Office The Martindales, Chorley
Postcode	PR6 7TJ
Region	North West
Scheme Manager	
Scheme Tel. No	
Scheme Inspection Completed	Yes
Enforcing Fire Authority	Lancashire
Other staff in attendance	Mandy Clarke
Number of on-site Accent staff	None
Number of other (non-Accent) staff	Contract Cleaners in common areas

The Building

Accommodation Type	Chorley Office (L31)
Build Date	Oct 4 2007
Number Of Homes	0
Homes breakdown	
External wall construction	
External wall finish	
Roof construction	
Roof covering	
PEEPs in place where necessary	N/A
Current Evacuation Strategy	Full (Simultaneous) Evacuation
Conversion or purpose-built	Purpose Built
Number of storeys	2
Number of floors on which car parking is provided	0
Is there a habitable basement?	No
Number of internal Staircases (protected or unprotected?)	1 protected
Number of External Staircases	0
External Balcony part of escape route?	No
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	Common areas only
Grade of fire alarm	Grade A
Category of fire alarm	LD2 Additional Protection
Emergency Lighting Provision	Maintained system - Common areas
Portable Fire Extinguishers supplied/fitted	Yes
Fixed Fire Fighting Installations	No

Customers

Number of occupants	2
Occupant tenure type breakdown	

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	1
Overdue Fire Panel - Six Monthly Testing	
Overdue Fire Safety Equipment tests	

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	24/10/2024
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	
Other staff in attendance	Mandy Clarke
Number of on-site Accent staff	None
Number of other (non-Accent) staff	Contract Cleaners in common areas
Scheme Inspection completed	Yes
Number of occupants	2
Personal Emergency Evacuation Plans in place	N/A
Current Evacuation Strategy	Full (Simultaneous) Evacuation
Conversion or purpose-built	Purpose Built
Number of Storeys	2
Number of floors on which car parking is provided	0
Is there a habitable basement?	No
No. of internal staircases (protected/unprotected)	1 protected
Number of external staircases	0
External balcony part of escape route?	No
Unusual features	None

Fire Risk Assessment Survey Results

Building access conditions for Fire Brigade	Vehicular Access to one or more elevations
Surroundings: Residential/Commercial	Residential
Fire Detection and Warning System	Common areas only
Grade of Fire Alarm	Grade A
Category of Fire Alarm	LD2 Additional Protection
Emergency Lighting Provision	Maintained system - Common areas
Portable Fire Extinguishers / Fire Blankets supplied / fitted	Yes
Water Extinguisher(s) present	Yes
Foam Extinguisher(s) present	No
Dry Powder Extinguisher(s) present	No
Carbon Dioxide Extinguisher(s) present	Yes
Fire Blanket(s) present	No
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	Inspected 28th February 24 on ActiveH
Electrical App/PA Testing - tested within past 12 months?	Yes
Comment	Certificate received 9th September 24 on ActiveH
Absence of trailing leads and adapters?	Yes
Comment	Trailing lead covered with rubber anti trip strip
Evidence that mobility scooters are not being stored/charged in common areas?	N/A
Comment	None used by office staff
Is there a purpose built mobility scooter store/charging area?	No

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Comment Not required

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 boiler

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

Comment Tested 12th September 24 on ActiveH

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

Comment Office

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

Comment Office

Other Sources of Ignition

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

Comment Office workers must smoke outside

Adequate security against arson? Yes

Comment Door security and CCTV

Are refuse/recycling bin areas managed and suitably located? Yes

Comment Dedicated bin store

Are there communal cooking facilities at this scheme? Yes

Comment Microwave and hot drinks facilities only

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

Comment Microwave only for warming food

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

Comment Not required

Housekeeping

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

Comment Small amount of Xmas decorations stored in large meter room away from ignition sources

Are unnecessary accumulations of combustible materials or waste avoided?

No

Comment

Large amount of confidential waste kept in office awaiting collection

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

Yes

Comment

Checked

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

Yes

Comment

Standard office furniture

Observation	Priority	Referred To	Required By:	Task ID
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Large amount of confidential waste bagged up for collection in the office. Arrange immediate removal

Internal - High



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

Single staircase to protected corridor leading to fresh air

Escape routes unobstructed and safe to use?

Yes

Comment

All clear at 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

Short distance to external door

Escape routes lead to final exits and open in direction of escape where necessary?

Yes

Comment

Fire Spread and Development

Is it considered that the compartmentation is of a reasonable standard?

No

Comment

Large amount of 'pink foam' used to seal breaches of compartment wall between the meter room and the office.

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

As far as can be reasonably ascertained, is the compartmentation within roof spaces of a satisfactory standard?

Yes

Comment

Checked

Loft hatches fire resisting?

Yes

Comment

One

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

None fitted

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
Large amount of 'pink' foam used to seal holes between compartment wall of the electrical room and the office . This requires replacing Order no 1229034	Repair - Non Emergency	Project Manager (Building Safety)	31/12/2024	1884120



Emergency Escape Lighting

Is the emergency lighting correctly specified and installed as per current standards?	Yes
Comment	
Emergency lighting units in good condition and securely fixed to walls/ceilings?	Yes
Comment	No damage seen at time of inspection
Records of monthly/annual testing available?	Yes
Comment	Annual test 22nd October 24 Monthly test 22nd October 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?	N/A
Comment	No lift
Do common area fire doors display the correct signage on both sides where applicable?	Yes
Comment	

Means of giving Warning in case of Fire

Is the scheme fitted with a communal area fire alarm?	Yes
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Comment	Detection and call points
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 12th September 24 on ActiveH
Fire alarm components in good condition and securely fixed to walls/ceilings?	Yes
Comment	No damage seen at time of inspection
Hold open devices operate at the sounding of the alarm and are in a serviceable condition?	N/A
Comment	None fitted
Are there heat detectors located in the Kitchen, Boiler, Plant Room and Laundry?	Yes
Comment	Electrical meter room
Is the fire alarm panel remotely monitored, and if so are there records of regular testing?	No
Comment	Not required

Fire Extinguishing Equipment

Is fire extinguishing equipment and/or fixed fire fighting installations provided at this scheme?	Yes
Comment	Fire extinguishers
Portable fire extinguishers - appropriate type/number/position?	Yes
Comment	In risk areas
Correct signage displayed by each fire extinguisher?	Yes
Comment	Checked
Fire blanket in communal kitchen, secured to the wall, complete with signage?	N/A
Comment	Not required
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	Tested May 24

Management of Fire Safety

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Are these premises regulated by the Building Safety Regulator under the Building Safety Act?	No
Comment	Low rise
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	Office
IL Schemes & Regional Offices - Are there sufficient numbers of qualified Fire wardens?	N/A
Comment	No regular staff
Offices - Are there suitable arrangements for ensuring the premises are evacuated?	Yes
Comment	Fire alarm
Offices - Are there suitable arrangements for evacuating disabled people?	No
Comment	First floor office
Offices - Suitable arrangements for meeting the fire service on arrival and providing relevant information?	Yes
Comment	If staffed. Fire Service have dedicated key safe in foyer
Offices/IL Schemes - Is there a suitable assembly point?	Yes
Comment	Main car park
Offices - Are fire drills carried out at appropriate intervals?	N/A
Comment	Not required

Passenger Lift

Is the scheme fitted with a passenger lift?	No
Comment	None at scheme

Premises Inspection Box

Is there a premises information box for fire & rescue service use?	No
Comment	Key safe provided for access

Evacuation Policy

Are there suitable arrangements for summoning the fire service?	Yes
Comment	999

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

Engagement with Residents

Has information of fire procedures been disseminated to residents? N/A
Comment No residents
Is general fire safety information disseminated to residents? N/A
Comment No residents

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. No
Are there fire related remedial works required at this property, that will affect the fabric of the building? No
Comment
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. No
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**