

## ACCENT HOUSING - FIRE RISK ASSESSMENT



<b>Region :</b>	<b>South</b>
<b>Scheme Name :</b>	<b>Meade Court</b>
<b>Scheme Address :</b>	<b>12-31 Meade Court Bagshot, Surrey GU19 5NH</b>
<b>Date of Assessment:</b>	<b>22/02/2024</b>
<b>Date of Next Assessment:</b>	<b>22/02/2025</b>
<b>FRA Frequency:</b>	<b>Annual Re-Assessment</b>
<b>Fire &amp; Safety Assessor</b>	<b>Gary Bredin</b>

This Fire Risk Assessment has been conducted upon the instruction of Accent Housing.

Scheme Details		Meade Court
<b>Region:</b>	South	
<b>Scheme Name:</b>	Meade Court	
<b>Site Address:</b>	<b>Street:</b>	12-31 Meade Court
	<b>Town:</b>	Bagshot, Surrey
	<b>Post Code:</b>	GU19 5NH
<b>Block &amp; Asset No.</b>	25174	
<b>Scheme Tel. No:</b>	01276 475676	
<b>Date of this Assessment</b>	22/02/2024	
<b>Date of Next Review</b>	22/02/2025	
<b>Fire Risk Assessment Frequency</b>	Annually	
<b>Purpose of Fire Risk Assessment</b>	Annual Re-Assessment	
<b>Fire &amp; Safety Assessor</b>	Gary Bredin	
<b>Director of Customer Experience</b>	Louise Graham Smith	
<b>Customer Partnership Manager</b>	Tracy Wilkinson.	
<b>Contract Manager</b>	Adam Rickard	
<b>Scheme Manager/Housing Partner</b>	Vacant	
<b>Other staff in attendance</b>	-	
<b>Use of Building</b>	Category 2 Independent Living	
<b>Approximate Number of occupants</b>	25+	
<b>Occupancy Profile</b>	Elderly	
<b>Familiarity of the occupants</b>	Slightly Familiar	
<b>Likely state of the Occupants</b>	Alert	
<b>PEEPs in place where necessary</b>	Records maintained by Scheme Manager	
<b>Number of on-site Accent staff</b>	Scheme Manager Part-time	
<b>Number of other (non-Accent) staff</b>	Contract cleaners in common areas	
<b>Support Agency (Supported Housing)</b>	N/A	
<b>Current Evacuation Strategy.</b>	Stay Put (Delayed) Evacuation	
<b>Evidence that residents have been notified of the evacuation procedure</b>	Advice notices displayed in common areas	
<b>History of fires in the building</b>	None	
<b>Business Continuity Plan in place?</b>	Yes	
<b>Scope of Assessment</b>	Type 1 (Common Parts Only - Non Destructive)	
<b>Applicable Fire Safety Guidance</b>	Specialised housing guide	
	Sleeping Accommodation Guide	

<b>Building Details</b>	<b>Meade Court</b>
<b>Construction Date</b>	1970
<b>Construction Type</b>	Joisted or Load Bearing Masonry (Traditional)
<b>Roof Finish</b>	Flat-Felt & Pitched - concrete tile
<b>External Wall Finish</b>	Brick
<b>Are there any areas of external wall cladding</b>	No
<b>Are there any balconies</b>	No
<b>Conversion or purpose-built</b>	Purpose Built
<b>Number of flats (self-contained)/rooms (HMOS, shared houses)</b>	20 self contained flats. 1 guest room
<b>Number of storeys above ground</b>	Two
<b>Number of storeys below ground</b>	None
<b>Is there a habitable basement?</b>	No
<b>Number of internal Staircases per Block (protected or unprotected?)</b>	Two-Protected
<b>Number of External Staircases per Block</b>	None
<b>External Balcony part of escape route?</b>	No
<b>Unusual features</b>	Connected to James Butler Alms-houses building.
<b>Building complexity</b>	Simple
<b>Building Access Conditions for Fire Brigade</b>	Vehicular Access to one or more elevations
<b>Surroundings: Residential/Commercial</b>	Mixed
<b>Fire Provision Currently in Place</b>	
<b>Fire Detection and Warning System</b>	Flats and common areas linked
<b>Grade of fire alarm</b>	Grade D
<b>Category of fire alarm</b>	LD2 Additional Protection
<b>Additional Comments:</b>	-
<b>Evacuation Alert System (EAS)</b>	Yes-Alarm Sounder
<b>Additional Comments:</b>	None
<b>Emergency Lighting Provision</b>	Non Maintained System - Common Areas
<b>Additional Comments:</b>	None
<b>Portable Fire Extinguishers</b>	Foam
	Carbon Dioxide
<b>Additional Comments:</b>	None
<b>Fixed Fire Fighting Installations</b>	None fitted
<b>Additional Comments:</b>	

Significant Findings - Fire						
Meade Court					22/02/2024	
Action Ref:	Potential Area of Fire Risk	Yes-No-N/A	Observation/Comments/ Actions Required	Risk Rating	Target Completion Date	Action Taken
<b>Fire Hazards</b>						
<b>1</b>	<b>Electrical Sources of Ignition:</b>					
1.1	Electrical Installation within common areas (Fixed Wiring, sockets, switches, light fittings) in good condition and no obvious damage	Yes	All common area sockets and fittings in a satisfactory condition at the time of inspection.	.		
1.2	Valid Electrical Installation Condition Reports held on file.(Common Areas)	Yes	Commission an electrical safety inspection completed and uploaded to the property file.	.		
1.3	Valid Electrical Installation Condition Reports held on file. (General Needs Flats)	Yes		.		
1.4	Electrical App/PA Testing - all portable appliances tested within past 12 months	Yes		.		
1.5	Absence of trailing leads and adapters	Yes		.		
1.6	Mobility Scooters - Stored/charged in common areas, purpose built store/resident flat	Other	No evidence of any Mobility Scooters being stored or charged on this site at the time of this inspection.	.		
<b>2</b>	<b>Smoking:</b>					
2.1	Are there any risks associated with smoking in the building?	No	No smoking policy within common areas	.		
<b>3</b>	<b>Arson:</b>					
3.1	Adequate security against arson?	Yes	Building secure - Intercom door entry system with trade button access.	.		
3.2	Is there an absence of unnecessary fire load in close proximity to building?	Yes	All external common areas clear at time of inspection	.		

<b>4 Heating Installations (Portable/fixed) Gas Installations - Common Areas &amp; General Needs Residential flats.</b>					
4.1	If portable heaters are used, are there suitable controls?	N/A	No portable heaters permitted in communal areas	.	
4.2	Are fixed heating installations subject to regular maintenance?	Yes	Communal boiler Gas Safety Certs uploaded to the property file.	.	
4.3	Valid LGSC held on file for each residential flat that contains gas appliances.	N/A	No gas supply to flats	.	
<b>5 Cooking:</b>					
5.1	Are reasonable measures taken to prevent fires as a result of cooking?	Yes	Domestic style communal kitchen on site - firefighting equipment provided	.	
5.2	Where there is extraction ventilation in communal kitchens are filters changed/ cleaned and ductwork cleaned regularly?	N/A		.	
<b>6 Lightning Protection System:</b>					
6.1	Does the building have a lightning protection system, If so, is it adequately maintained?	N/A	According to the lightning protections regulations (as satiated in the RC 35 'Protection of buildings against lightning strikes'), it is not a legal requirement for buildings to be fitted with lightning protection.	.	
<b>7 Housekeeping:</b>					
7.1	Is the standard of housekeeping adequate?	Yes		.	
7.2	Are all electrical/intake/service cupboards secure and free from general waste, contractors waste and residents personal items.	Yes	All cupboards secure and clear at time of inspection	.	
7.3	Are combustible materials separated from ignition sources and stored appropriately?	Yes		.	
7.4	Are unnecessary accumulations of combustible materials or waste avoided?	Yes		.	

7.5	Are hazardous materials stored appropriately (i.e. oxygen cylinders, flammable materials, explosive products, oxidising products, aerosols)	Yes	Cleaning products secured No medical oxygen in use.	.		
<b>8</b>	<b>Furniture/furnishings on escape routes and other communal areas:</b>					
8.1	Furniture/furnishings in good condition, fire retardant and complies with 1988 Regulations.	Yes	All furniture is suitably located and complies with the 1998 furniture regulations.	.		
<b>9</b>	<b>Other Significant Fire Hazards:</b>					
9.1	Are there other significant fire hazards that are inadequately controlled?	No		.		
<b>Fire Protection Measures</b>						
<b>10</b>	<b>Means of Escape from Fire:</b>					
10.1	Is it considered that the building is provided with reasonable means of escape in case of fire?	Yes	The majority of the accommodation is located on the ground floor. 1st floor accommodation is serviced by two protected staircases	.		
10.2	Escape routes unobstructed and safe to use?	Yes	Clear corridor policy enforced	.		
10.3	Exits easily and immediately openable where necessary, without a key?	Yes	All exit doors are of the push bar, push pad or thumb turn type	.		
10.4	Reasonable distances of travel where there is a single/alternative direction of travel?	Yes	All escape routes are within permissible distances some extra signage installed during inspection by	.		
10.5	Escape routes lead to final exits and open in direction of escape where necessary?	Yes		.		
10.6	Do failsafe's on locked exit doors function correctly?	Yes	Door over ride switch located by front entrance	.		
10.7	Is it considered that the building is provided with reasonable arrangements for means of escape for disabled people?	No	Ground floor areas only are suitable for disabled access/egress.	.		
<b>11</b>	<b>Measures to Limit Fire Spread and Development:</b>					
11.1	Is it considered that the compartmentation is of a reasonable standard?	Yes		.		

11.2	Is there reasonable limitation of surface finishes that might promote fire spread (walls, floors, ceilings)?	Yes		.		
11.3	Are fire dampers/shutters provided in ducts/refuse chutes to protect means of escape against fire, smoke and combustion products?	N/A		.		
11.4	Compartmentation within roof spaces of a satisfactory standard?	N/A	Communal corridors flat roof construction. No access to any roof voids.	.		
11.5	Loft hatches fire resisting?	N/A	Communal corridors flat roof construction. No access to any roof voids.	.		
11.6	Fire stopping above cross-corridor fire doors within suspended ceiling void of a satisfactory standard	N/A		.		
11.7	Smoke Control Systems (AOV's) Are records of annual testing available?	N/A		.		
11.8	Roller shutter doors (fire resisting)	N/A		.		
11.9	Do the external walls, windows, balconies etc pose a risk of significant fire spread?	No		.		
<b>12</b>	<b>Communal Area Fire Doors (Inspection to include - construction, hinges, closure devices, intumescent/smoke seal condition, glazing systems and maximum gaps between door and frame.</b>					
12.1	Communal fire doors to FD30s standard and in a serviceable condition,	Yes	All communal fire doors were found to be in good condition and conforming to the latest British Standard.	.		
12.2	"Fire door keep shut/locked" signage displayed on both sides of all applicable doors.	Yes	Some signs were missing and were replaced/updated during the inspection.	.		
12.3	Hold open devices operate at the sounding of the alarm and are in a serviceable condition	Yes	Hold open devices located in the laundry room and Mail office.	.		
<b>13</b>	<b>Flat entrance doors (Internal Common Areas)</b>					
13.1	Do flat entrance doors open onto internal escape routes?	Yes	If yes, see "Residents Front Doors Sheet"	.		
<b>14</b>	<b>Flats with a single direction of escape to a single escape stairway. (External Balcony)</b>					

14.1	Do the flat entrance doors that open onto an external balcony have to be passed during an escape?	N/A	If yes, see "Residents Front Doors Sheet"	.		
14.2	Are the separating walls between the flats and the balcony floor that have to be passed during an escape, fire-resisting up to a height of 1.1m?	N/A		.		
<b>15</b>	<b>Emergency Escape Lighting:</b>					
15.1	Is the emergency lighting correctly specified and installed as per BS 5266-1:2016	Yes	Non-maintained emergency lighting is installed within all escape routes	.		
15.2	Are all emergency lighting units in good condition and securely fixed to walls/ceilings	Yes	All emergency lights fixed to the ceiling and walls.	.		
15.9	Are records of monthly testing available?	Yes	Annual test certs uploaded to M Files	.		
15.10	Are records of annual testing available?	Yes	Annual test certs uploaded to M Files Maintenance program in place	.		
<b>16</b>	<b>Fire Safety Signs and Notices:</b>					
16.1	Are the correct Fire Action/Advice notices displayed in prominent locations within the common areas?	Yes	Signage checked and updated during inspection	.		
16.3	Directional fire escape signage in place and adequate?	Yes	Signage checked and updated during inspection	.		
16.4	Is there a suitable LIFT sign i.e. do not use in case of fire.	N/A	No passenger lift at scheme	.		
<b>17</b>	<b>Means of giving Warning in case of Fire:</b>					
17.1	Is the fire detection and warning system appropriate for the occupancy and fire risk?	Yes	All flats have smoke detection to LD2 standard. An additional heat detector is located in the flats.	.		
17.2	Is the fire detection and warning system correctly specified and installed as per BS 5839-1:2017	Yes		.		



17.3	Is the fire detection and warning system maintained/tested and all certificates saved on file. (BS 5839-1:2017)	Yes	Weekly test by Scheme Manager. 6/12 monthly test by contractor (Tunstall)	.		
17.4	Are there heat detectors located in the Kitchen, Boiler, Plant Room and Laundry?	Yes		.		
17.5	Is the fire alarm panel remotely monitored, and if so are there records of regular testing?	Yes	Fire alarm monitored by Astraline when scheme manager is not on the premises. Warden call contract with Tunstall	.		
17.6	Are smoke/heat detectors within General Needs flats subject to an annual inspection and the results recorded on an in date Landlord Gas Safety Record (LGSR)	Yes	There is no gas supply to the flats so a contract is in place with Tunstall to annually test the detection within each flat.	.		
<b>18</b>	<b>Fire Extinguishing Equipment:</b>					
18.1	Portable fire extinguishers - appropriate type/number/position?	Yes		.		
18.2	Correct signage displayed by each fire extinguisher?	Yes		.		
18.3	Fire blanket in communal kitchen, secured to the wall, complete with signage?	Yes		.		
18.4	Hose Reels - fitted, maintained?	N/A	None fitted	.		
18.5	Dry/wet risers - Full access to all inlet/outlet boxes. All inlet/outlets secured and/or securing straps fitted to outlet valves?	N/A	None fitted	.		
18.6	Records available of fire fighting equipment servicing within past 12 months	Yes	Valid test cert uploaded to property file	.		
<b>19</b>	<b>Management of Fire Safety</b>					
19.1	Are there suitable arrangements for summoning the fire service?	Yes	Fire alarm monitored by Astraline when scheme manager is not on the premises.	.		

19.2	Do relevant staff carry out regular fire safety checks	Yes	Inspections are restricted due to Covid 19.	.		
19.3	Sheltered Schemes & Regional Offices - Are there sufficient number of qualified Fire wardens.	Other	Not known. Position Vacant.	.		
19.4	Offices - Are there suitable arrangements for ensuring the premises are evacuated?	N/A		.		
19.5	Offices - Are there suitable arrangements for evacuating disabled people?	N/A		.		
19.6	Offices - Are there suitable arrangements for meeting the fire service on arrival and providing relevant information?	N/A		.		
19.7	Offices/IL Schemes - Is there a suitable assembly point?	Yes	Designated assembly point by the front entrance complete with signage.	.		
19.8	Offices - Are fire drills carried out at appropriate intervals?	N/A		.		
<b>20</b>	<b>Evacuation Policy</b>					
20.1	Taking the findings of the FRA into account, is the evacuation policy appropriate for the scheme?	Yes	Stay put (delayed) evacuation policy in operation for residents within their flats. Residents instructed to fully evacuate if they are in a communal area.	.		

Residents Front Doors						
Meade Court						22/02/2024
Flat entrance doors to FD30s specification (Inspection to include - Door condition, construction, closure devices, intumescent/smoke seal condition, glazing systems, fire rated letterplate, door furniture and maximum gaps between door and frame/threshold.)						
Flat No.	Access Gained	Asset No.	Observation/Comments / Actions Required	Risk Rating	Completion Date	Action Taken
12	No		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		
13	No		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		
14	No		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		
15	No		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		
16	No		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		
17	No		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		
18	No		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		
19	No		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		
20	No		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		
21	No		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		
22	No		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		
23	No		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		
24	No		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		

<b>25</b>	<b>No</b>		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		
<b>26</b>	<b>No</b>		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		
<b>27</b>	<b>No</b>		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		
<b>28</b>	<b>No</b>		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		
<b>29</b>	<b>No</b>		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		
<b>30</b>	<b>No</b>		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		
<b>31</b>	<b>No</b>		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		
<b>Guest Room</b>	<b>No</b>		Unable to gain access.All door mewley fitted. External visual inspection only.Condition good.	-		

# Photographs - Fire

22/02/2024

Meade Court



Photo No. 1



Photo No. 2

Electronic door entry and exit system in place.

Photographs - Fire

22/02/2024

Meade Court



Photo No. 3

Laundry room. All drier filters clear of fluff.



Photo No. 4

All fire fighting equipment in date.

Photographs - Fire

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Meade Court



Photo No. 5

All PA Testing in date.

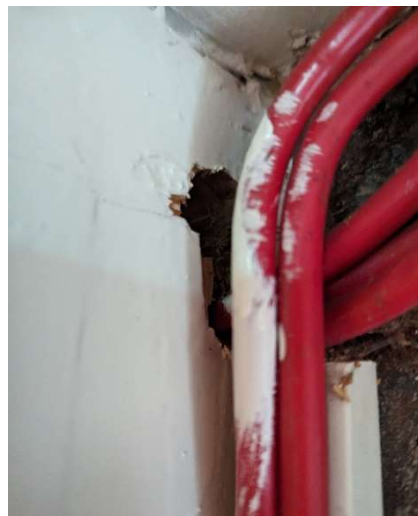


Photo No. 6	Fire stopping required between the main hall and stairwell.
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Photographs - Fire	
22/02/2024	Meade Court

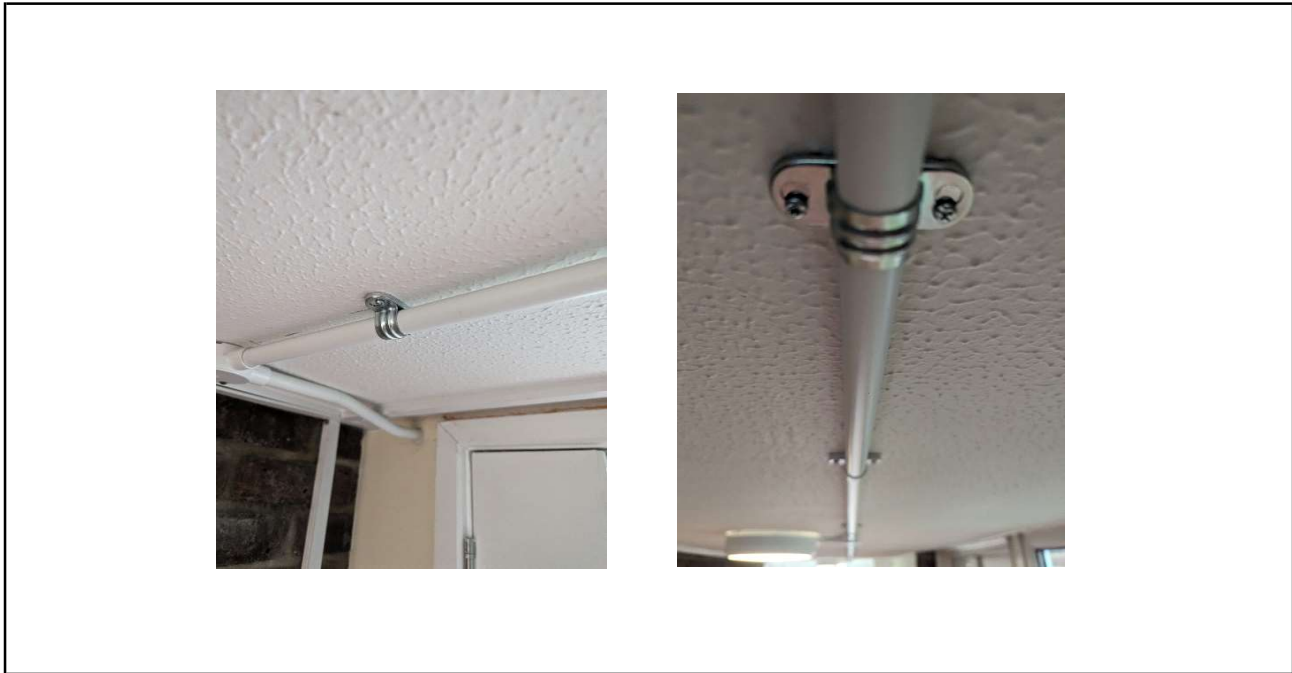


Photo No. 7	All new installations installed to the latest FR Standards.
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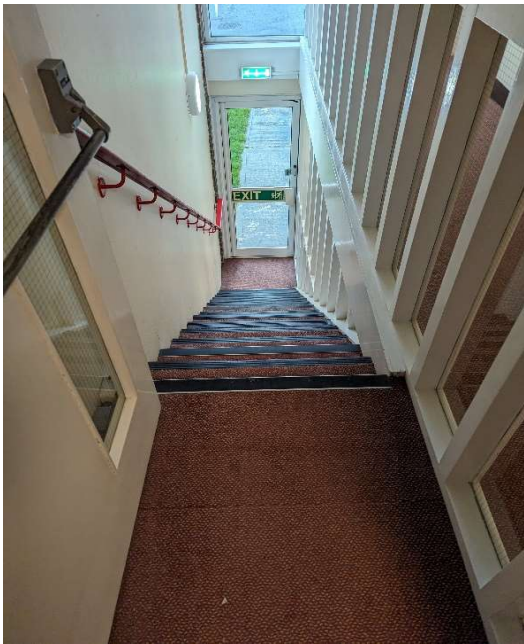


Photo No. 8

All area clear at the time of the audit.

### Photographs - Fire

22/02/2024

Meade Court



Photo No. 9

Stair lift. Action safety notices displayed on both floors for authorised users



Photo No. 10

Satisfactory location of the bin store.











## 6. 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:

(please insert x below)

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:

(please insert x below)

MINOR       MAJOR       CRITICAL

The definition of the above terms is as follows:

***FKA REVIEW Frequency***

<b>MINOR</b>	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).
<b>MAJOR</b>	An outbreak of fire could result in injury of one or more occupants, but is unlikely to lead to fatalities.
<b>CRITICAL</b>	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
Intolerable	The building (or the relevant area) should not be occupied until the risk is reduced.