

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

**Asset ID: 32905**      **Charlestown House Acorn Park Industrial Estate, Shipley**

## Cover Sheet

Photo



Date of Fire Risk Assessment	28/03/2024
Date of Next Fire Risk Assessment	28/03/2025
FRA Frequency (Months)	12
Purpose of Fire Risk Assessment	Annual Re-Assessment
Type of Fire Risk Assessment	Type 3 (Common Parts and Offices - Non Destructive)
Fire & Safety Assessor	Steven Manners

**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	Charlestown House Acorn Park Industrial Estate, Shipley
Postcode	BD17 7SW
Region	Yorkshire
Scheme Manager	
Scheme Tel. No	
Scheme Inspection Completed	Yes
Enforcing Fire Authority	West Yorkshire
Other staff in attendance	Accent Office Staff
Number of on-site Accent staff	
Number of other (non-Accent) staff	

**The Building**

Accommodation Type	Charlestown House (L10)
Build Date	Nov 18 2008
Number Of Homes	0
Homes breakdown	
External wall construction	
External wall finish	
Roof construction	
Roof covering	
PEEPs in place where necessary	Yes
Current Evacuation Strategy	Full (Simultaneous) Evacuation
Conversion or purpose-built	Purpose Built
Number of storeys	4
Number of floors on which car parking is provided	0
Is there a habitable basement?	No
Number of internal Staircases (protected or unprotected?)	2 protected
Number of External Staircases	None
External Balcony part of escape route?	No
Unusual features	None
Building Access Conditions for Fire Brigade	Vehicular Access to one or more elevations

**Asset ID: 32905**

**Charlestown House Acorn Park Industrial Estate, Shipley**

Fire Detection and Warning System	Common areas Offices and Server room
Grade of fire alarm	Grade A
Category of fire alarm	LD2+
Emergency Lighting Provision	Mixed system - Common areas
Portable Fire Extinguishers supplied/fitted	Yes
Fixed Fire Fighting Installations	Yes

**Customers**

Number of occupantsUnoccupied from	01/04/2024
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	1
Overdue Annual Emergency Lighting tests	
Overdue Weekly Fire Alarm Testing	1
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	19/09/2023
FRA Frequency (Months)	12
Purpose of Fire Risk Assessment	Annual Re-Assessment
Type of Risk Assessment	Type 3 (Common Parts and Offices- Non Destructive)
Quantity	1
Fire & Safety Assessor	Steven Manners
Enforcing Fire Authority	West Yorkshire
Scheme Tel. No	
Other staff in attendance	Accent Office Staff
Number of on-site Accent staff	
Number of other (non-Accent) staff	
Scheme Inspection completed	Yes
Number of occupants	Unoccupied from 01/04/2024
Personal Emergency Evacuation Plans in place	Yes
Current Evacuation Strategy	Full (Simultaneous) Evacuation
Conversion or purpose-built	Purpose Built
Number of Storeys	4
Number of floors on which car parking is provided	0
Is there a habitable basement?	No
No. of internal staircases (protected/unprotected)	2 protected
Number of external staircases	None
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	Heavy Commercial
Fire Detection and Warning System	Common areas only
Grade of Fire Alarm	Grade A
Category of Fire Alarm	LD2+
Emergency Lighting Provision	Mixed system - Common areas
Portable Fire Extinguishers / Fire Blankets supplied / fitted	Yes
Water Extinguisher(s) present	Yes
Foam Extinguisher(s) present	Yes
Dry Powder Extinguisher(s) present	Yes
Carbon Dioxide Extinguisher(s) present	Yes
Fire Blanket(s) present	Yes
Fixed Fire Fighting Installations supplied / fitted	Yes
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	All in good condition at the time of inspection
Valid Electrical Installation Condition Reports held on file? (Common Areas & General Needs Flats)	Yes
Comment	All records are available on ActiveH
Electrical App/PA Testing - tested within past 12 months?	Yes
Comment	All records are available on ActiveH
Absence of trailing leads and adapters?	Yes
Comment	None found at the time of inspection
Evidence that mobility scooters are not being stored/charged in common areas?	N/A
Comment	None in office
Is there a purpose built mobility scooter store/charging area?	No

Comment Not required

Does the building have a lightning protection system? No

Comment

## Gas installations

Is there a commercial/domestic gas supply to the scheme? No

Comment This service has been capped

## Other Sources of Ignition

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

Comment No smoking throughout the building or in the car park

Adequate security against arson? Yes

Comment A security company are contracted to survey the property.

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

Comment

Are there communal cooking facilities at this scheme? Yes

Comment There is a communal kitchen on the top floor but this is no longer in use

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

Comment

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

Comment

## Housekeeping

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

Comment All clear at the time of inspection

Are unnecessary accumulations of combustible materials or waste avoided? Yes

Comment None found at the time of inspection

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

Comment

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

Comment

All furniture compliant at the time of inspection

### Other Significant Fire Hazards

Are all other significant fire hazards adequately controlled?

Yes

Comment

Suppression system in the server room

**Observation**

**Priority**

**Referred To**

**Required By:**

**Task ID**

Signs and notices behind glass or perspex



### Means of Escape from Fire

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

Yes

Comment

2 Protected staircases

Escape routes unobstructed and safe to use?

Yes

Comment

All clear at the time of inspection

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

Yes

Comment

Push bars to exits tested at the same time of inspection

Reasonable distances of travel where there is a single/alternative direction of travel?

Yes

Comment

More than one direction of travel

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

Yes

Comment

Observation ----- Priority ----- Referred To ----- Required By: ----- Task ID -----

Evacuation chairs situated within the protected staircase



Observation ----- Priority ----- Referred To ----- Required By: ----- Task ID -----

Emergency exits, alarm points, extinguishers and notices



### Fire Spread and Development

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

Yes

Comment

All good at time of inspection and

Is there reasonable limitation of surface finishes that might promote fire spread (walls, floors, ceilings)?

Yes

Comment

All notices are behind glass or perspex

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?

N/A

Comment

Flat roof to building

Loft hatches fire resisting?

N/A

Comment

None fitted

As far as can be reasonably ascertained, is the fire stopping above cross corridor fire doors within suspended ceiling void of a satisfactory standard?

Yes



Comment	All good at time of inspection
Do external walls, doors, windows and anything attached to the exterior, limit fire spread?	Yes
Comment	Nothing attached
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

### 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	All in good condition at the time of inspection
Records of monthly/annual testing available?	Yes
Comment	All records are available on ActiveH

### Fire Safety Signs and Notices

Are the correct Fire Action/Advice notices displayed in prominent locations within the common areas?	Yes
Comment	Sited throughout the building
Directional fire escape signage in place and adequate?	Yes
Comment	
Is there suitable LIFT signage i.e. do not use in case of fire?	Yes
Comment	
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
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

All records are available on ActiveH

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

Yes

Comment

All in good condition at the 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

Is the fire alarm panel remotely monitored, and if so are there records of regular testing?

Yes

Comment

All records are available on ActiveH

**Observation** **Priority** **Referred To** **Required By:** **Task ID**

Fire Alarm panel



## Fire Extinguishing Equipment

Is fire extinguishing equipment and/or fixed fire fighting installations provided at this scheme?

Yes

Comment

Portable fire extinguishers - appropriate type/number/position?

Yes

Comment

Correct signage displayed by each fire extinguisher?

Yes

Comment

Fire blanket in communal kitchen, secured to the wall, complete with signage?

Yes

Comment

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 All records are available on ActiveH

**Observation** **Priority** **Referred To** **Required By:** **Task ID**

The suppression system covering the Server room



**Management of Fire Safety**

Are these premises regulated by the Building Safety Regulator under the Building Safety Act? No

Comment

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 Accent head office

IL Schemes & Regional Offices - Are there sufficient numbers of qualified Fire wardens? Yes

Comment Due to Hybrid working the number of staff fluctuates. All staff are trained in the action to take in the event of a fire

Offices - Are there suitable arrangements for ensuring the premises are evacuated? Yes

Comment Responsible person takes a roll call

Offices - Are there suitable arrangements for evacuating disabled people? Yes

Comment Evacuation chairs situated in the protected staircase

Offices - Suitable arrangements for meeting the fire service on arrival and providing relevant information? Yes

Comment Responsible person will meet the fire service

Offices/IL Schemes - Is there a suitable assembly point? Yes

Comment Several assembly points around the building

Offices - Are fire drills carried out at appropriate intervals?

Yes

Comment

Every 6 months or when deemed necessary, all records are available on ActiveH

### Passenger Lift

Is the scheme fitted with a passenger lift?

Yes

Comment

Is the lift in full working order at the time of the FRA?

Yes

Comment

In good condition at the time of inspection

Is the lift fitted with a firefighters switch?

No

Comment

None fitted

Servicing and insurance inspection - Evidence of regular servicing/maintenance?

Yes

Comment

All records are available on ActiveH

### Premises Inspection Box

Is there a premises information box for fire & rescue service use?

No

Comment

### Evacuation Policy

Are there suitable arrangements for summoning the fire service?

Yes

Comment

There is a monitored dialer fitted and the fire warden is to call the fire service as a backup

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

Yes

Comment

Observation

Priority

Referred To

Required By:

Task ID

Assembly points around the building



### Engagement with Residents

Has information of fire procedures been disseminated to residents?

N/A

Comment

This is an office, all staff are aware of what to do in the event of a fire

Is general fire safety information disseminated to residents?

N/A

Comment

As above

### FRA Frequency

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

Yes

Comment

### 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).

No

The Fire alarm System will be maintained by Tunstall throughout the period of occupancy until the building is sold.

**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**

<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
<b>Trivial</b>	No action is required
<b>Moderate</b>	Efforts should be made to reduce the risk level and this should be carried out within the specified time periods.
<b>Substantial</b>	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.
<b>Intolerable</b>	The building (or the relevant area) should not be occupied until the risk is reduced.

The Overall Risk Level for this asset is: **Trivial**