

ACCENT HOUSING - FIRE RISK ASSESSMENT



Region :	South
Scheme Name :	Orchard Court
Scheme Address :	1-17 Orchard Court, Orchard Way Camberley GU15 2TH
Date of Assessment:	17/01/2024
Date of Next Assessment:	17/01/2025
FRA Frequency:	Annual Re-Assessment
Fire & Safety Assessor	Gary Bredin

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

Scheme Details		Orchard Court
Region:	South	
Scheme Name:	Orchard Court	
Site Address:	Street:	1-17 Orchard Court, Orchard Way
	Town:	Camberley
	Post Code:	GU15 2TH
Block & Asset No.	Block 1-17 Asset No.25173	
Date of this Assessment	17/01/2024	
Date of Next Review	17/01/2025	
Fire Risk Assessment Frequency	Annual	
Purpose of Fire Risk Assessment	Annual Re-Assessment	
Fire & Safety Assessor	Gary Bredin	
Director of Customer Experience	Louise Graham Smith	
Customer Partnership Manager	Tracy Wilkinson.	
Contract Manager	Adam Rickard	
Scheme Manager/Customer Partner		
Other staff in attendance	None	
Use of Building	Category 2 Independent Living	
Approximate Number of occupants	20+	
Occupancy Profile	Elderly	
Familiarity of the occupants	Slightly Familiar	
Likely state of the Occupants	Alert	
PEEPs in place where necessary	Records maintained by Scheme Manager	
Number of on-site Accent staff	Scheme Manager Part-time	
Number of other (non-Accent) staff	Contract cleaners in common areas	
Support Agency (Supported Housing)	N/A	
Current Evacuation Strategy.	Stay Put (Delayed) Evacuation	
Evidence that residents have been notified of the evacuation procedure	Advice notices displayed in common areas	
History of fires in the building	None	
Business Continuity Plan in place?	Yes	
Scope of Assessment	Type 1 (Common Parts Only - Non Destructive)	
Applicable Fire Safety Guidance	Specialised housing guide	
	Sleeping Accommodation Guide	

Building Details	Orchard Court
Construction Date	1967
Construction Type	Joisted or Load Bearing Masonry (Traditional)
Roof Finish	Flat-Felt
External Wall Finish	Brick
	Concrete
Are there any areas of external wall cladding	No
Are there any balconies	Yes
Conversion or purpose-built	Purpose Built
Number of flats (self-contained)/rooms (HMOS, shared houses)	17 self contained flats
Number of storeys above ground	Two
Number of storeys below ground	None
Is there a habitable basement?	No
Number of internal Staircases per Block (protected or unprotected?)	One-Protected
Number of External Staircases per Block	One
External Balcony part of escape route?	Yes
Unusual features	All flat entrance doors open into fresh air. 1st floor flats accessed by balconies
Building complexity	Simple
Building Access Conditions for Fire Brigade	Vehicular Access to one or more elevations
Surroundings: Residential/Commercial	Residential
Fire Provision Currently in Place	
Fire Detection and Warning System	Flats and common areas linked
Grade of fire alarm	Grade D
Category of fire alarm	LD2 Additional Protection
Additional Comments:	None
Evacuation Alert System (EAS)	Not Fitted
Additional Comments:	None
Emergency Lighting Provision	Non Maintained System - Common Areas
Additional Comments:	
Portable Fire Extinguishers	Foam
	Carbon Dioxide
Additional Comments:	none
Fixed Fire Fighting Installations	None fitted
Additional Comments:	

Significant Findings - Fire						
Orchard Court					17/01/2024	
Action Ref:	Potential Area of Fire Risk	Yes-No-N/A	Observation/Comments/ Actions Required	Risk Rating	Target Completion Date	Referred To:
Fire Hazards						
1	Electrical Sources of Ignition:					
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.	.		
2	Smoking:					
2.1	Are there any risks associated with smoking in the building?	No	No smoking policy within common areas	.		
3	Arson:					
3.1	Adequate security against arson?	Yes	Communal areas are locked whilst not in use	.		
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	.		

4	Heating Installations (Portable/fixed) Gas Installations - Common Areas & General Needs Residential flats.				
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	Gas safety for main boilers and lounge boiler uploaded to M Files.	.	
4.3	Valid LGSC held on file for each residential flat that contains gas appliances.	N/A	No gas supply flats. Gas safety for bungalow uploaded to M Files.	.	
5	Cooking:				
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		.	
6	Lightning Protection System:				
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.	.	
7	Housekeeping:				
7.1	Is the standard of housekeeping adequate?	Yes	Regular inspections by Scheme Manager	.	
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 materials stored in a room secured by a fire door.	.		
8	Furniture/furnishings on escape routes and other communal areas:					
8.1	Furniture/furnishings in good condition, fire retardant and complies with 1988 Regulations.	Yes		.		
9	Other Significant Fire Hazards:					
9.1	Are there other significant fire hazards that are inadequately controlled?	No		.		
Fire Protection Measures						
10	Means of Escape from Fire:					
10.1	Is it considered that the building is provided with reasonable means of escape in case of fire?	Yes	Final exit doors in all flats on the means of escape are FD30s and conforming to the latest British Standard.	.		
10.2	Escape routes unobstructed and safe to use?	Yes	Some residents have flowers in ceramic pots outside their doors on the balconies. These are permitted as long as the gap between them and the wall opposite isn't less than 1mtr. Schemes partner to monitor.	.		
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 signage updated during the inspection.	.		
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?	N/A	All doors manual operation	.		
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.	.		
11	Measures to Limit Fire Spread and Development:					

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	Flat roof construction. No access to any roof voids	.		
11.5	Loft hatches fire resisting?	N/A	None fitted.	.		
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?	N/A		.		
12	Communal Area Fire Doors (Inspection to include - construction, hinges, closure devices, intumescent/smoke seal condition, glazing systems and maximum gaps between door and frame.					
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	N/A		.		
13	Flat entrance doors (Internal Common Areas)					

13.1	Do flat entrance doors open onto internal escape routes?	Yes	If yes, see "Residents Front Doors Sheet"	.		
14	Flats with a single direction of escape to a single escape stairway. (External Balcony)					
14.1	Do the flat entrance doors that open onto an external balcony have to be passed during an escape?	Yes	If yes, see "Residents Front Doors Sheet" Only applies to Flat Nos. 10, 11 & 13	.		
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?	Yes		.		
15	Emergency Escape Lighting:					
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	Monthly tests completed by Scheme Manager. Recorded in onsite log book.	.		
15.10	Are records of annual testing available?	Yes	Annual test certs uploaded to M Files - Maintenance program in place	.		
16	Fire Safety Signs and Notices:					
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 lift on the scheme	.		
17	Means of giving Warning in case of Fire:					
17.1	Is the fire detection and warning system appropriate for the occupancy and fire risk?	Yes	All flats have smoke detection to LD3 standard. An addition heat detector is located in the flats main circulation space which is linked the communal area fire alarm panel/warden call system.	.		

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	Alarm tested weekly by scheme manager. 6 monthly/annual test by contractor.	.		
17.4	Are there heat detectors located in the Kitchen, Boiler, Plant Room and Laundry?	Yes	Heat detection in the boiler room.	.		
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.	.		
18	Fire Extinguishing Equipment:					
18.1	Portable fire extinguishers - appropriate type/number/position?	Yes	No Fire Extinguishers on site.	.		
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	Retest July 2024	.		
19	Management of Fire Safety					

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	Scheme manager normally on site Monday - Friday - Regular inspections are made. Due to Covid restrictions, scheme manager on site one day a week and is on call for the rest of the time.	.		
19.3	Sheltered Schemes & Regional Offices - Are there sufficient number of qualified Fire wardens.	N/A		.		
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	Assembly point designated by signage	.		
19.8	Offices - Are fire drills carried out at appropriate intervals?	N/A		.		
20	Evacuation Policy					
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						
Orchard Court					17/01/2024	
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	Referred To:
10	No		External visual inspection only. Timber core composite FD30 standard. Sliding arm low resistance door closure	-		
11	No		External visual inspection only. Timber core composite FD30 standard. Sliding arm low resistance door closure	-		
13	No		External visual inspection only. Timber core composite FD30 standard. Sliding arm low resistance door closure	-		

Photographs - Fire

17/01/2024

Orchard Court

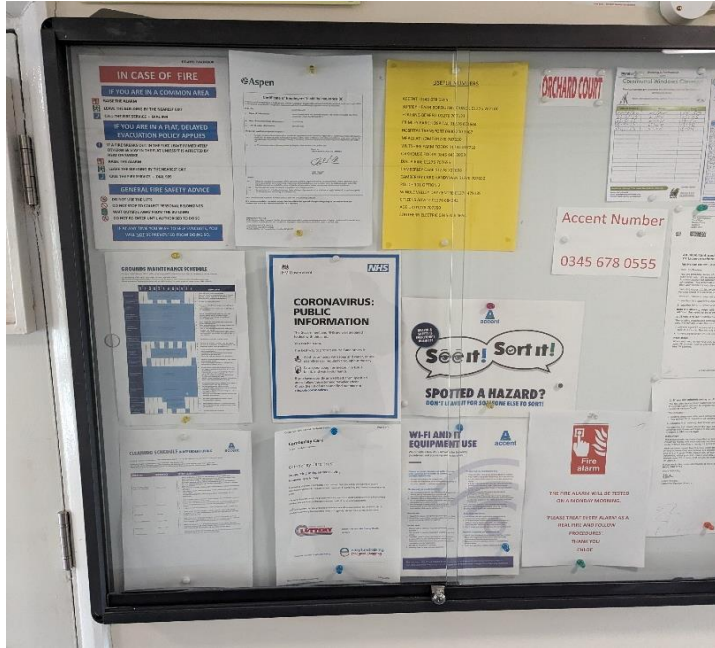


Photo No. 1

Observation - Notice board showing evacuation policy .



Photo No. 2

Observation - Emergency action signage.

Photographs - Fire

17/01/2024

Orchard Court



Photo No. 3

Observation - Boiler Room clear at the time of the audit.



Photo No. 4

Observation- Stair lift with the associated operating instructions.

Photographs - Fire

17/01/2024

Orchard Court



Photo No. 5

Observation- All areas clear at the time of the audit.

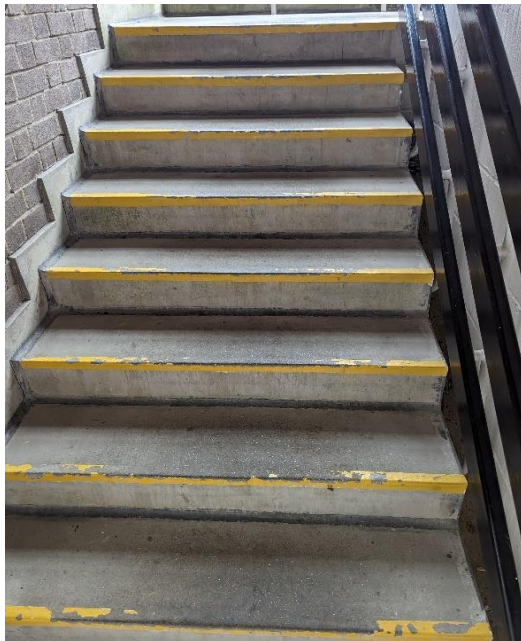
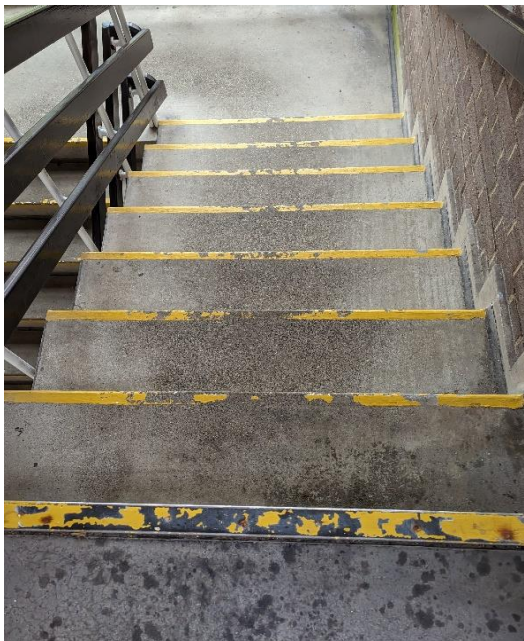


Photo No. 6	Observation - Stair treads and risers were found to be in good order.
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Photographs - Fire	
17/01/2024	Orchard Court



Photo No. 7	Observation - All extinguishers in date and serviceable.
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Photo No. 8

Tumble drier filter clearing policy in place and adhered to by customers.

Photographs - Fire

17/01/2024

Orchard Court



Photo No. 9

Observation: External walkways laid with paving slabs.

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:

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
Intolerable	The building (or the relevant area) should not be occupied until the risk is reduced.

Action Plan - Fire	
Orchard Court	17/01/2024
Low	

Action Plan - Residents Front Doors						
Orchard Court				17/01/2024		
Flat No.	Asset No.	Observation/Comments / Actions Required	Risk Rating	Completion Date	Referred To:	Task ID No.
		No Actions Raised.	·			