

## ACCENT HOUSING - FIRE RISK ASSESSMENT



**Region :** East

**Scheme Name :** Windmill Lane

**Scheme Address :** Cambridge Road  
Fubourn Cambridge  
CB21 5HQ

**Date of Assessment:** 14/06/2023

**Date of Next Assessment:** 13/06/2026

**FRA Frequency:** 3 Year Re-Assessment

**Fire & Safety Assessor** Lynn Betteridge

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

Scheme Details		Windmill Lane
<b>Region:</b>	East	
<b>Scheme Name:</b>	Windmill Lane	
<b>Site Address:</b>	<b>Street:</b>	Cambridge Road
	<b>Town:</b>	Fubourn Cambridge
	<b>Post Code:</b>	CB21 5HQ
<b>Block &amp; Asset No.</b>	Block 1-13 Asset 5815	
<b>Block &amp; Asset No.</b>	Block 15-25 Asset 24342	
<b>Block &amp; Asset No.</b>	Block 39-49 Asset 31033	
<b>Block &amp; Asset No.</b>	Block 44-54 Asset 31031	
<b>Block &amp; Asset No.</b>		
<b>Scheme Tel. No:</b>		
<b>Date of this Assessment</b>	14/06/2023	
<b>Date of Next Review</b>	13/06/2026	
<b>Fire Risk Assessment Frequency</b>	3 Years	
<b>Health &amp; Safety Assessment Frequency</b>	3 Years	
<b>Purpose of Fire Risk Assessment</b>	3 Year Re-Assessment	
<b>Fire &amp; Safety Assessor</b>	Lynn Betteridge	
<b>Director of Customer Experience</b>	Adam Vandam	
<b>Customer Partnership Manager</b>	Alan Percival	
<b>Contract Manager</b>	Unkown	
<b>Scheme Manager/Customer Partner</b>	Melanie Ellard	
<b>Other staff in attendance</b>	None	
<b>Use of Building</b>	General Needs	
<b>Approximate Number of occupants</b>	70	
<b>Occupancy Profile</b>	Families	
<b>Familiarity of the occupants</b>	Fully Familiar	
<b>Likely state of the Occupants</b>	Alert	
<b>PEEPs in place where necessary</b>	No	
<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 3 (Common Parts & Flats - Non Destructive)	
<b>Applicable Fire Safety Guidance</b>	Purpose-built flats guide	
	LACORS Guide	

Building Details	Windmill Lane
Construction Date	2012
Construction Type	Joisted or Load Bearing Masonry (Traditional)
Roof Finish	Pitched-Concrete Tile
External Wall Finish	Brick
	Insulation Render
Are there any areas of external wall cladding	Yes Minimal wood cladding above windows.
Are there any balconies	No Juliet windows with Rails.
Conversion or purpose-built	Purpose Built
Number of flats (self-contained)/rooms (HMOS, shared houses)	40
Number of storeys above ground	Three
Number of storeys below ground	None
Is there a habitable basement?	No
Number of internal Staircases per Block (protected or unprotected?)	1
Number of External Staircases per Block	None
External Balcony part of escape route?	N/A
Unusual features	None
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 not linked
Grade of fire alarm	Grade D
Category of fire alarm	LD3 Minimum Protection
Additional Comments:	
Evacuation Alert System (EAS)	Yes-Alarm Sounder
Additional Comments:	
Emergency Lighting Provision	Non Maintained System - Common Areas
Additional Comments:	
Portable Fire Extinguishers	None fitted
Additional Comments:	
Fixed Fire Fighting Installations	None fitted Note storage are denoted dry riser but none fitted.
Additional Comments:	

Significant Findings - Fire						
Windmill Lane					14/06/2023	
Action Ref:	Potential Area of Fire Risk	Yes-No-N/A	Observation/Comments/ Actions Required	Risk Rating	Target Completion Date	Referred To:
<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	Note; All common area fittings in a satisfactory condition at time of inspection.	.		
1.2	Valid Electrical Installation Condition Reports held on file. <b>(Common Areas)</b>	Other	Note: Valid Communal EIC reports for this block uploaded to scheme & Active "H". Dated 1/7/19.(5 year inspection due 2025).	.		
1.3	Valid Electrical Installation Condition Reports held on file. <b>(General Needs Flats)</b>	N/A	Note: Valid General needs flats EIC report uploaded to property/scheme file & Active "H". <b>Sample Flat 24</b> EIC 11/7/22.(5 year inspection due 2027)	.		
1.4	Electrical App/PA Testing - all portable appliances tested within past 12 months	Yes	Note:PAT not required no electrical portable equipment is permitted in communal area's.	.		
1.5	Absence of trailing leads and adapters	Yes	Note: Clear corridor policy so no Electrical cables from Flats into communal areas.	.		
1.6	Mobility Scooters - Stored/charged in common areas, purpose built store/resident flat	N/A	Note: No evidence or reports that any resident owns a mobility scooter at time of inspection..	.		
<b>2</b>	<b>Smoking:</b>					
2.1	Are there any risks associated with smoking in the building?	Yes	Note: Smoking only permitted in flats and not communal areas.No Evidence Found on scheme.	.		

<b>3 Arson:</b>					
3.1	Adequate security against arson?	Yes	Note:At time of inspection all buildings secure keypad.Front and Rear access on scheme.	.	
3.2	Is there an absence of unnecessary fire load in close proximity to building?	Yes	Note: Generally clear & tidy scheme on day of inspection all area's Externally.Inspection on day with CP.	.	
<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	Note: No portable heaters in Communal stair wells, Unable to control residents heaters within Flats but through communication & media advice Given on Electrical/Gas safety.	.	
4.2	Are fixed heating installations subject to regular maintenance?	Yes	Note: Flat Heating Systems maintained via contract and recorded on Active "H".	.	
4.3	Valid LGSC held on file for each residential flat that contains gas appliances.	Yes	Note <b>Sample Flat 24</b> (31039)Gas safety Cert Uploaded to Active "H" Dated 8/3/22 Co/Smokes/Heat Checked.	.	
<b>5 Cooking:</b>					
5.1	Are reasonable measures taken to prevent fires as a result of cooking?	Yes	Note: Cooking only permitted in Resident Flats.Fire safety advice given to residents through Media comms from Accent.	.	
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?	Yes	Note:No Lighting conductor system fitted due to building height and no surge protection required.Review underway as per building height and generic weather assessment strategy.	.	
<b>7 Housekeeping:</b>					
7.1	Is the standard of housekeeping adequate?	Yes	Note: All areas well maintained and clear at time of inspection.	.	

7.2	Are all electrical/intake/service cupboards secure and free from general waste, contractors waste and residents personal items.	Yes	Note: Limited Storage in blocks and intake cupboards upgrade and locked.	.		
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)	N/A	Note:No reports of medical Oxygen in use on scheme.Cleaning contractors responsible for COSHH.	.		
<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	Note; Clear corridor policy in force by Accent & FSO,furnishings and fabric of communal area's meets specification.	.		
<b>9</b>	<b>Other Significant Fire Hazards:</b>					
9.1	Are there other significant fire hazards that are inadequately controlled?	No	Note: Clear areas all over scheme generally significant improvement on scheme.	.		
<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	Note:All Escape route are within permissible distances of travel the escape route leads to a place of safety and safe Air.	.		
10.2	Escape routes unobstructed and safe to use?	Yes	Note:Scheme Communal areas Clear.	.		
10.3	Exits easily and immediately openable where necessary, without a key?	Yes	Note:all Blocks have exit thumb style turn.Also Emergency Door Release.	.		
10.4	Reasonable distances of travel where there is a single/alternative direction of travel?	Yes		.		
10.5	Escape routes lead to final exits and open in direction of escape where necessary?	Yes	Note: Main accessCommunal floor has rear access and Exit so has an alternative.	.		
10.6	Do failsafe's on locked exit doors function correctly?	Yes		.		

10.7	Is it considered that the building is provided with reasonable arrangements for means of escape for disabled people?	Yes	Note: Walls are solid Brick throughout and plastered and emulsion finish, steps and floor covering is Carpet.	.		
<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	Note: Stairwells protected from Fire spread and meets Approved Doc B 1/3.	.		
11.2	Is there reasonable limitation of surface finishes that might promote fire spread (walls, floors, ceilings)?	Yes	Note: Walls are solid Brick throughout and plastered and emulsion finish, steps and floor covering is Carpet.	.		
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?	Yes	Note; Access made to loft space.	.		
11.5	Loft hatches fire resisting?	Yes		.		
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?	Yes	Note: AOV tested by tunstalls and uploaded to Active "H" 1/8/22.	.		
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	Note: This scheme externally will not propogate fire spread to the external Envelope of this building. There is approx 10% pannelling over exit/egress doors front and back at first floor level.	.		
<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,	N/A	Note: This scheme has no communal Fire Doors.	.		

12.2	"Fire door keep shut/locked" signage displayed on both sides of all applicable doors.	N/A		.		
12.3	Hold open devices operate at the sounding of the alarm and are in a serviceable condition	N/A		.		
<b>13</b>	<b>Flat entrance doors (Internal Common Areas)</b>					
13.1	Do flat entrance doors open onto internal escape routes?	Yes		.		
<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	Note: Resident Fire Doors inspection to be recorded onto Active "H". Visual Inspection if no access, This Inspection several doors accessed	.		
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>Note: No external balconies on this scheme.</b>	.		
<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	Note: Non Maintained System Emergency lighting installed within escape routes.	.		
15.2	Are all emergency lighting units in good condition and securely fixed to walls/ceilings	Yes	Note: All Emergency lights secure and working at time of inspection.	.		
15.9	Are records of monthly testing available?	Yes	Note: Monthly certs uploaded to property file & Active "H". Dates 5/6/2023.	.		
15.10	Are records of annual testing available?	Yes	Note: Annual 3 hr Drop test dated 8/5/2023 & uploaded to Active "H"	.		
<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	Note: Signage checked and updated new signage on Exit Routes.	.		



16.3	Directional fire escape signage in place and adequate?	Yes		.		
16.4	Is there a suitable LIFT sign i.e. do not use in case of fire.	N/A		.		
<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	Note: LD3 Smoke & heat detectors fitted located in flats and communal area's.	.		
17.2	Is the fire detection and warning system correctly specified and installed as per BS 5839-1:2017	Yes	Note: The Fire Detection and Fire alarm system for this scheme meets the <b>updated</b> BS5839-6: 2019 Code of Practice for Design Installation.	.		
17.3	Is the fire detection and warning system maintained/tested and all certificates saved on file. (BS 5839-1:2017)	Yes	Note: Contractor Tunstalls test and uploaded to scheme folder and active "H". Communal Stand alone test recorded Active "H" 25/7/22.	.		
17.4	Are there heat detectors located in the Kitchen, Boiler, Plant Room and Laundry?	N/A		.		
17.5	Is the fire alarm panel remotely monitored, and if so are there records of regular testing?	N/A		.		
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)	N/A	Note: Gas Safety Check Completed For <b>Flat 24</b> as sample flat of scheme recorded an uploaded to Active "H" 24/6/2022.	.		
<b>18</b>	<b>Fire Extinguishing Equipment:</b>					
18.1	Portable fire extinguishers - appropriate type/number/position?	N/A	<b>Note: General Needs Fire Fighting Equipment not Provided.</b>	.		
18.2	Correct signage displayed by each fire extinguisher?	N/A		.		

18.3	Fire blanket in communal kitchen, secured to the wall, complete with signage?	N/A		.		
18.4	Sprinklers - fitted, maintained?	N/A		.		
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		.		
18.6	Records available of fire fighting equipment servicing within past 12 months	N/A		.		
<b>19</b>	<b>Management of Fire Safety</b>					
19.1	Are there suitable arrangements for summoning the fire service?	Yes	Note; Residents to call emergency services in the event of a Fire.	.		
19.2	Do relevant staff carry out regular fire safety checks	Yes	Note: CP carries out scheme inspections which contain partial F/S observations also clear corridor policy enforcement and door functionality last inspection 8/5/23 Recorded on Active "H".	.		
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?	Yes		.		
19.7	Offices/IL Schemes - Is there a suitable assembly point?	N/A		.		
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	Note: Stay put ( Delayed) Evacuation policy in operation.	.		
<b>21</b>	<b>Miscellaneous</b>					
21.1	Advice to residents	Yes	The residents on moving into the flats are given Fire Safety advice and leaflets they are given access to the website for further info and notices placed in the communal areas. They can also contact the Fire Assessor for advice and Accent run quarterly fire campaigns.	.		
21.8				.		

Residents Front Doors						
Windmill Lane					14/06/2023	
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:
21	Yes	24352	Resident Fire Door Inspected and found to meet the FD30 Specification.	-		
43	No	31091	Access not achieved visual inspection from Communal area door in situ sits firmly on rebates .	-		
25	Yes	24354	Resident Fire Door Inspected and found to meet the FD30 Specification.	-		
47	No	3106	Access not achieved visual inspection from Communal area door in situ sits firmly on rebates .	-		
24	Yes	31039	Resident Fire Door Inspected and found to meet the FD30 Specification.	-		
48	No	31088	Access not achieved visual inspection from Communal area door in situ sits firmly on rebates .	-		

Photographs - Fire

14/06/2023

Windmill Lane



Photo No. 1

Main: Access to Blocks



Photo No. 2

Note: Typical 3rd Floor Layout.

Photographs - Fire

14/06/2023

Windmill Lane



Photo No. 3

Note: standard FD 30 Door to all blocks



Photo No. 4

Note: AOV top floor.

## 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***

<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.

Action Plan - Fire					
Windmill Lane				14/06/2023	
<b>TOLERABLE</b>					
Potential area of fire risk	Observation/Comments / Actions Required	Risk Rating	Completion Date	Referred To:	Task ID No.
<b>Fire Hazards</b>					
<b>Electrical Sources of Ignition:</b>					
Electrical Installation within common areas (Fixed Wiring, sockets, switches, light fittings) - any signs of obvious damage		-			
Valid Electrical Installation Condition Reports held on file.(Common Areas)		-			
Valid Electrical Installation Condition Reports held on file. (General Needs Flats)		-			
Electrical App/PA Testing - all portable appliances tested within past 12 months		-			
Absence of trailing leads and adapters		-			



Mobility Scooters - Stored/charged in common areas, purpose built store/resident flat		-			
<b>Smoking:</b>					
Are there any risks associated with smoking in the building?		-			
<b>Arson:</b>					
Adequate security against arson?		-			
Absence of unnecessary fire load in close proximity to building?		-			
<b>Heating Installations</b>					
If portable heaters are used, are there suitable controls?		-			
Are fixed heating installations subject to regular maintenance?		-			
Valid LGSC held on file for each residential flat that contains gas appliances.		-			
<b>Cooking:</b>					

Are reasonable measures taken to prevent fires as a result of cooking?		-			
Where there is extraction ventilation in communal kitchens are filters changed/ cleaned and ductwork cleaned regularly?		-			
<b>Lightning Protection System:</b>					
Does the building have a lightning protection system, If so, is it adequately maintained?		-			
<b>Housekeeping:</b>					
Is the standard of housekeeping adequate?		-			
Are all electrical/intake/service cupboards secure and free from general waste, contractors waste and residents personal items.		-			
Are combustible materials separated from ignition sources?		-			
Are unnecessary accumulations of combustible materials or waste avoided?		-			

Are hazardous materials stored appropriately (i.e. oxygen cylinders, flammable materials, explosive products, oxidising products, aerosols)		-			
<b>Furniture/furnishings on escape routes and other communal areas:</b>					
Furniture/furnishings in good condition, fire retardant and complies with 1988 Regulations.		-			
<b>Other Significant Fire Hazards:</b>					
Are there other significant fire hazards that are inadequately controlled?		-			
<b>Fire Protection Measures</b>					
<b>Means of Escape from Fire:</b>					
Is it considered that the building is provided with reasonable means of escape in case of fire?		-			
Escape routes unobstructed and maintained in a sterile condition?		-			
Exits easily and immediately openable where necessary, without a key?		-			
Reasonable distances of travel where there is a single/alternative direction of travel?		-			

Escape routes lead to final exits and open in direction of escape where necessary?		-			
Do failsafe's on locked exit doors function correctly?		-			
Is it considered that the building is provided with reasonable arrangements for means of escape for disabled people?		-			
<b>Measures to Limit Fire Spread and</b>					
Is it considered that the compartmentation is of a reasonable standard?		-			
Is there reasonable limitation of surface finishes that might promote fire spread (walls, floors, ceilings)?		-			
Are fire dampers/shutters provided in ducts/refuse chutes to protect means of escape against fire, smoke and combustion products?		-			
<b>Fire Hazards</b>	<b>ON DAY OF INSPECTION WITH THE CUSTOMER PARTNER NO FIRE SAFETY RELATED ISSUE'S FOUND ON THIS SCHEME AND DEEMED AS A SATISFACTORY INSPECTION.</b>				

Action Plan - Residents Front Doors						
Windmill Lane				14/06/2023		
Flat No.	Asset No.	Observation/Comments / Actions Required	Risk Rating	Completion Date	Referred To:	Task ID No.
		<b>RESIDENT FIRE DOOR INSPECTION IS SATISFACTORY AND NO ACTIONS REQUIRED ON THIS SCHEME. MANY DOORS NOT ACCESSED BUT THOSE ACCESSED MEET THE INSPECTION REGIME OF FD30 DOORS.</b>	·			