

ACCENT HOUSING - FIRE RISK ASSESSMENT



| | |
|-----------------------------------|---|
| Region : | South |
| Scheme Name : | Tilebarn Court |
| Scheme Address : | 1-17 Tilebarn Court Haywards Heath, West Sussex RH16 4RJ |
| Date of Assessment: | 13/09/2023 |
| Date of Next Assessment: | 13/09/2026 |
| FRA Frequency: | 3 Year Re-Assessment |
| Fire & Safety Assessor | Gary Bredin |

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

| Scheme Details | | Tilebarn Court |
|---|--|-----------------------------|
| Region: | South | |
| Scheme Name: | Tilebarn Court | |
| Site Address: | Street: | 1-17 Tilebarn Court |
| | Town: | Haywards Heath, West Sussex |
| | Post Code: | RH16 4RJ |
| Block & Asset No. | Block 1-6 Asset No.25260 | |
| Block & Asset No. | Block 7-10 Asset No.25261 | |
| Block & Asset No. | Block 11-17 Asset No.25262 | |
| Scheme Tel. No: | - | |
| Date of this Assessment | 13/09/2023 | |
| Date of Next Review | 13/09/2026 | |
| Fire Risk Assessment Frequency | 3 Years | |
| Health & Safety Assessment Frequency | 3 Years | |
| Purpose of Fire Risk Assessment | 3 Year Re-Assessment | |
| Fire & Safety Assessor | Gary Bredin | |
| Director of Customer Experience | Louise Graham Smith | |
| Customer Partnership Manager | Laura Dillon | |
| Contract Manager | Adam Rickard | |
| Scheme Manager/Customer Partner | Helena O Neil | |
| Other staff in attendance | - | |
| Use of Building | General Needs | |
| Approximate Number of occupants | 30 | |
| Occupancy Profile | Families | |
| Familiarity of the occupants | Slightly Familiar | |
| Likely state of the Occupants | Alert | |
| PEEPs in place where necessary | N/A | |
| Number of on-site Accent staff | None | |
| 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 | LACORS Guide | |
| | Purpose-built flats guide | |
| | | |
| | | |

| Building Details | Tilebarn Court |
|---|---|
| Construction Date | 1988 |
| Construction Type | Joisted or Load Bearing Masonry (Traditional) |
| Roof Finish | Pitched-Clay Tile |
| External Wall Finish | Brick |
| | |
| | |
| Are there any areas of external wall cladding | No |
| Are there any balconies | No |
| Conversion or purpose-built | Purpose Built |
| Number of flats (self-contained)/rooms (HMOS, shared houses) | 16 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 | None |
| External Balcony part of escape route? | No |
| 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 only |
| Grade of fire alarm | Grade D |
| Category of fire alarm | LD3 Minimum Protection |
| Additional Comments: | |
| Evacuation Alert System (EAS) | N/A |
| 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 |
| Additional Comments: | |

| Significant Findings - Fire | | | | | | |
|-----------------------------|---|------------|---|-------------|------------------------------|-----------------|
| Tilebarn Court | | | | | 13/09/2023 | |
| 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 | N/A | PAT not required, no portable electrical equipment in communal areas | . | | |
| 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 | 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 | . | | |

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|----------|---|-----|--|---|--|
| 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 | | . | |
| 4.3 | Valid LGSC held on file for each residential flat that contains gas appliances. | Yes | | . | |
| 5 | Cooking: | | | | |
| 5.1 | Are reasonable measures taken to prevent fires as a result of cooking? | N/A | No communal cooking areas | . | |
| 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 | | . | |
| 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) | N/A | No hazardous materials stored on site. | . | | |
| 8 | Furniture/furnishings on escape routes and other communal areas: | | | | | |
| 8.1 | Furniture/furnishings in good condition, fire retardant and complies with 1988 Regulations. | N/A | No furniture allowed in the common areas. | . | | |
| 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 | | . | | |
| 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 | Some needed minor attention (completed during the inspection) by the Assessor. | . | | |
| 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 | | . | | |

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|-----------|--|-------|---|---|--|--|
| 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? | Other | Findings previously submitted to compartment survey project | . | | |
| 11.5 | Loft hatches fire resisting? | Yes | Communal area roof hatch's are close fitting and of 1hr fire rated steel construction. | . | | |
| 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 | | . | | |
| 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? | 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 | | . | |
| 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 | 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 | . | |
| 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 | | . | |
| 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 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 | N/A | | . | |

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| 17.3 | Is the fire detection and warning system maintained/tested and all certificates saved on file. (BS 5839-1:2017) | N/A | | . | | |
| 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) | Yes | 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? | N/A | No Fire Extinguishers on site. | . | | |
| 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 | 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 | N/A | | . | | |
| 19 | Management of Fire Safety | | | | | |
| 19.1 | Are there suitable arrangements for summoning the fire service? | Yes | It is the responsibility of our customers to raise the alarm and call the Emergency Services. | . | | |
| 19.2 | Do relevant staff carry out regular fire safety checks | Yes | Regular inspections are made by the Customer Partner and any works orders are raised | . | | |

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| 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? | N/A | | . | | |
| 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

Tilebarn Court

13/09/2023

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: |
|----------|---------------|-----------|---|-------------|-----------------|--------------|
| 1 | No | | Unable to gain access. External visual inspection only. Condition good. | - | | |
| 2 | No | | Unable to gain access. External visual inspection only. Condition good. | - | | |
| 3 | Yes | | Inspection carried out. Door set operating as designed and in good condition. | - | | |
| 4 | No | | Unable to gain access. External visual inspection only. Condition good. | - | | |
| 5 | No | | Unable to gain access. External visual inspection only. Condition good. | - | | |
| 6 | No | | Unable to gain access. External visual inspection only. Condition good. | - | | |
| 7 | No | | Unable to gain access. External visual inspection only. Condition good. | - | | |
| 8 | No | | Unable to gain access. External visual inspection only. Condition good. | - | | |
| 9 | No | | Unable to gain access. External visual inspection only. Condition good. | - | | |
| 10 | No | | Unable to gain access. External visual inspection only. Condition good. | - | | |
| 11 | No | | Unable to gain access. External visual inspection only. Condition good. | - | | |
| 12 | No | | Unable to gain access. External visual inspection only. Condition good. | - | | |
| 14 | No | | Unable to gain access. External visual inspection only. Condition good. | - | | |
| 15 | Yes | | Inspection carried out. Door set operating as designed and in good condition. | - | | |
| 16 | No | | Unable to gain access. External visual inspection only. Condition good. | - | | |
| 17 | Yes | | Inspection carried out. Door set operating as designed and in good condition. | - | | |

Photographs - Fire

13/09/2023

Tilebarn Court



Photo No. 1

Observation - Notice board showing evacuation policy .



Photo No. 2

Observation - Emergency action signage.

Photographs - Fire

13/09/2023

Tilebarn Court

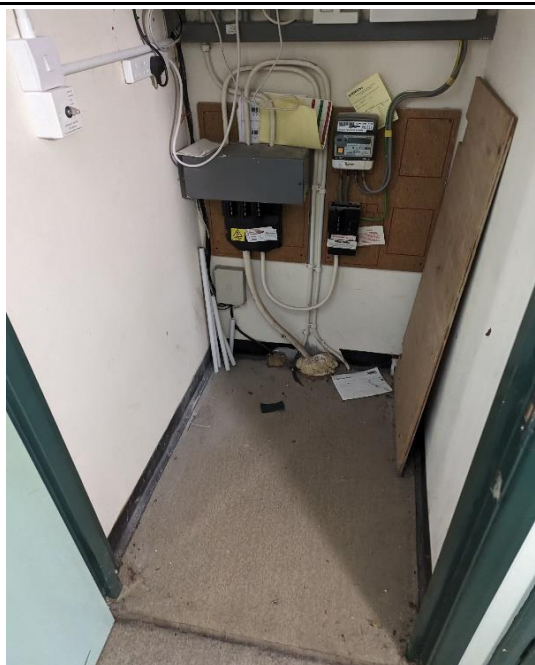


Photo No. 3

Observation - Electrical cupboard clear at the time of the audit.



Photo No. 4

Observation- Loft hatch metal construction tight fitting and locked shut.

Photographs - Fire

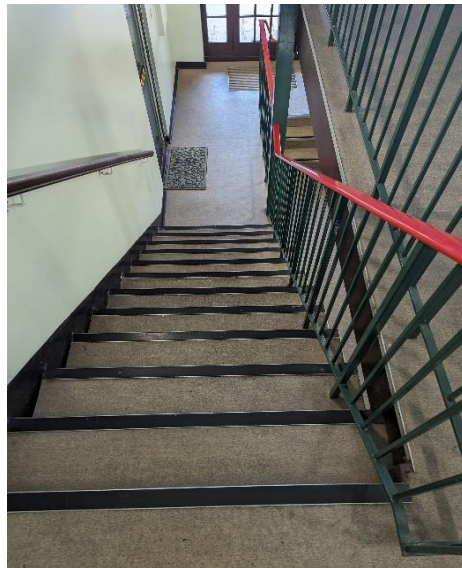
13/09/2023

Tilebarn Court



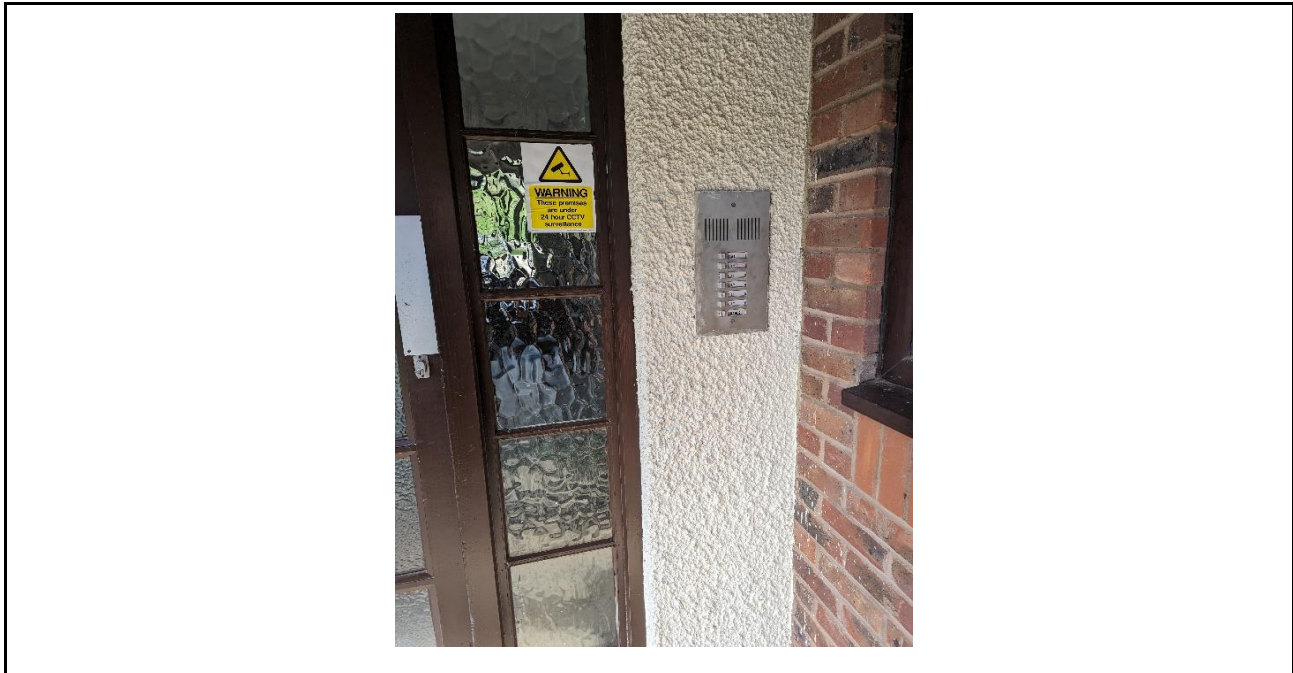
Photo No. 5

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



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|-------------|--|
| Photo No. 6 | Observation - Stair treds and risers were found to be in good order. |
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|---------------------------|----------------|
| Photographs - Fire | |
| 13/09/2023 | Tilebarn Court |



| | |
|-------------|---|
| Photo No. 7 | Observation - External electronic door entry system in place and manual on exit. Thumb turn exit sign installed during the audit. |
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|---------------------------|----------------|
| Photographs - Fire | |
| 13/09/2023 | Tilebarn Court |



Photo No. 9

Observation: External walkways laid with paving slabs and concrete.

Vertical line on the left side of the page.

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. |

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|--------------------|------------|
| Action Plan - Fire | |
| Tilebarn Court | 13/09/2023 |
| LOW | |

| Action Plan - Residents Front Doors | | | | | | |
|-------------------------------------|-----------|---|-------------|-----------------|--------------|-------------|
| Tilebarn Court | | | | 13/09/2023 | | |
| Flat No. | Asset No. | Observation/Comments / Actions Required | Risk Rating | Completion Date | Referred To: | Task ID No. |
| | | NO ACTIONS RAISED. | - | | | |