

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

Asset ID: 8903 **Victoria Court Victoria Road, Huddersfield**

Cover Sheet

Photo



Date of Fire Risk Assessment	07 May 2024
Date of Next Fire Risk Assessment	07 May 2025
FRA Frequency (Months)	12
Purpose of Fire Risk Assessment	Annual Re-Assessment
Type of Fire Risk Assessment	Type 1 (Common Parts - 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	Lockwood Road
Scheme Address	Victoria Court Victoria Road, Huddersfield
Postcode	HD1 3TF
Region	Yorkshire
Scheme Manager	
Scheme Tel. No	
Scheme Inspection Completed	Yes
Enforcing Fire Authority	West Yorkshire
Other staff in attendance	Cherries Ackie
Number of on-site Accent staff	Scheme Manager Part-Time
Number of other (non-Accent) staff	Contract Cleaners in common areas

The Building

Accommodation Type	CAT2 Housing for Older People (S28)
Build Date	Jan 1 1987
Number Of Homes	32
Homes breakdown	Flat
External wall construction	Natural Stone
External wall finish	Artificial/Natural Stone
Roof construction	Timber
Roof covering	Slate Pitched
PEEPs in place where necessary	Yes
Current Evacuation Strategy	Stay Put (Delayed) Evacuation
Conversion or purpose-built	Purpose Built
Number of storeys	2
Number of floors on which car parking is provided	0
Is there a habitable basement?	No
Number of internal Staircases (protected or unprotected?)	3 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

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Fire Detection and Warning System	Flats and common areas not linked
Grade of fire alarm	Grade D
Category of fire alarm	LD2 Additional Protection
Emergency Lighting Provision	Mixed system - Common areas
Portable Fire Extinguishers supplied/fitted	Yes
Fixed Fire Fighting Installations	No

Customers

Number of occupants	45
Occupant tenure type breakdown	General Needs, CAT2 Housing for Older People, Sheltered Schemes

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	1
Overdue Weekly Fire Alarm Testing	0
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	07/05/2024
FRA Frequency (Months)	12
Purpose of Fire Risk Assessment	Annual Re-Assessment
Type of Risk Assessment	Type 1 (Common Parts - Non Destructive)
Quantity	1
Fire & Safety Assessor	Steven Manners
Enforcing Fire Authority	West Yorkshire
Scheme Tel. No	
Other staff in attendance	Cherries Ackie
Number of on-site Accent staff	Scheme Manager Part-Time
Number of other (non-Accent) staff	Contract Cleaners in common areas
Scheme Inspection completed	Yes
Number of occupants	45
Personal Emergency Evacuation Plans in place	Yes
Current Evacuation Strategy	Stay Put (Delayed) Evacuation
Conversion or purpose-built	Purpose Built
Number of Storeys	2
Number of floors on which car parking is provided	0
Is there a habitable basement?	No
No. of internal staircases (protected/unprotected)	3 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	Mixed
Fire Detection and Warning System	Flats and common areas not linked
Grade of Fire Alarm	Grade B
Category of Fire Alarm	LD2 Additional Protection
Emergency Lighting Provision	Mixed system - Common areas
Portable Fire Extinguishers / Fire Blankets supplied / fitted	Yes
Water Extinguisher(s) present	No
Foam Extinguisher(s) present	No
Dry Powder Extinguisher(s) present	No
Carbon Dioxide Extinguisher(s) present	Yes
Fire Blanket(s) present	Yes
Fixed Fire Fighting Installations supplied / fitted	No
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 electrical instalations were in good condition at the time of inspection
Valid Electrical Installation Condition Reports held on file? (Common Areas & General Needs Flats)	Yes
Comment	All electrical certificates can be found in M-Files and ActivH Last inspection 22/02/2021 Next due 2026
Electrical App/PA Testing - tested within past 12 months?	Yes
Comment	All equipment inspected at the time of inspection had correct labels and was in date, test due July 2024
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?	Yes

Comment
There is a mobility scooter being stored in the gallery of the communal lounge. This does not constitute a fire risk as there is no ignition source. The battery has been removed. It is not on any escape route and is behind a locked door.

Is there a purpose built mobility scooter store/charging area?
No

Comment
Not required at the moment.

Does the building have a lightning protection system?
No

Comment

Gas installations

Is there a commercial/domestic gas supply to the scheme?
Yes

Comment
There is a boiler room with a gas supply for all the scheme

Valid LGSR held on file for fixed communal area gas appliances? (Boilers)
Yes

Comment
All certificates and test records can be found on ActiveH and in M-Files. Last inspection date 23/02/2024

Valid LGSR held on file for residential flats that contains gas appliances?
N/A

Comment
Residents do not have a gas supply to their flats

Are smoke/heat detectors within General Needs flats subject to an annual inspection and the results
Yes

Comment
Tunstall test smoke detectors on an annual basis. Records are available on ActiveH

Other Sources of Ignition

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

Comment
There is a no smoking policy throughout the scheme, residents are allowed to smoke within their flats

Adequate security against arson?
Yes

Comment
There is a fob entry system to the main entrance. Fire exits are push bar to open with no access from the outside.

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

Comment
There is an internal bin store and a chute from the upper stores. On inspection all bin stores were in a tidy condition

Are there communal cooking facilities at this scheme?
Yes

Comment
There is a communal kitchen that is not in use at the time of inspection

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

N/A

Comment

Not in use at the time of inspection. Measures are in place when the kitchen will be used in the future

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

N/A

Comment

No extraction

Housekeeping

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

Yes

Comment

Nothing found at the time of inspection

Are unnecessary accumulations of combustible materials or waste avoided?

Yes

Comment

Nothing found at the time of inspection

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

Yes

Comment

None found at the time of inspection

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

Yes

Comment

Furniture in the communal lounge has the correct labeling at the time of inspection

Other Significant Fire Hazards

Are all other significant fire hazards adequately controlled?

Yes

Comment

Any resident using Oxygen has a notice on the flat door

Means of Escape from Fire

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

Yes

Comment

There is more than one direction of travel to most parts of the building. Those flats that have a single direction of travel are within the travel distances to a cross corridor communal fire door which then affords alternative means of escape.

Escape routes unobstructed and safe to use?

Yes

Comment

All exits were clear at the time of inspection. There is some scaffolding to the external part of the building but this does not affect the opening of the fire exit. The scaffolding is due to be removed.

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

Yes

Comment Exits have either push bar / Pad or thumb turn to open.

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

Comment As stated above.

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

Comment

Fire Spread and Development

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

Comment The compartmentation is of a good standard, some doors require adjusting as per observations.

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

Comment

Are fire dampers/shutters provided in ducts/refuse chutes to protect means of escape against fire, smoke and combustion products? Yes

Comment Internal walls are palster finished, the residents notices are behind perspex or glass.

there is a 1 hour spring loaded refuse chute door on the upper floors. these is within a room protected by a FD30s Fire door

As far as can be reasonably ascertained, is the compartmentation within roof spaces of a satisfactory standard? N/A

Comment

Loft hatches fire resisting? Yes

Comment NO access to the loft space at this time. a further visit to enter the loft space will be diaried

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

Do external walls, doors, windows and anything attached to the exterior, limit fire spread? All to a satisfactory standard at the time of inspection

Comment Yes

If Smoke Control Systems (AOV's) are fitted, are the records of annual testing available? External Walls are brick in construction, there is nothing attached that would contribute to the spread of fire.

Comment N/A

Are roller shutter doors that are required to be FR, fire resisting and self-closing? None on the scheme

Comment N/A

Comment None on scheme

Observation

Priority

Referred To

Required By:

Task ID

Drop down strip required for flat 1. Excessive gap at the bottom of the door

Repair - Emergency

Project Manager
(Building Safety)



Observation

Priority

Referred To

Required By:

Task ID

1 hour fire resisting loft hatch



Observation

Priority

Referred To

Required By:

Task ID

Drop down strip required for flat 18 gap at the foot of the door is excessive

Repair - Emergency

Project Manager
(Building Safety)



Observation	Priority	Referred To	Required By:	Task ID
New carpets fitted to office door preventing door from self closing	Internal - Medium	Independent Living Coordinator	14/05/2024	1813122



Observation	Priority	Referred To	Required By:	Task ID
New carpets fitted to communal lounge preventing kitchen door from closing to latch,. Carpet fitters to return to trim carpet back	Internal - Medium	Independent Living Coordinator	14/05/2024	1813123



Observation	Priority	Referred To	Required By:	Task ID
Laundry room door requires drop down strip. Gap at foot of door has excessive gap.	Repair - Non Emergency	Project Manager (Building Safety)	10/06/2024	1813124



Observation	Priority	Referred To	Required By:	Task ID
Flat No 9 has removed arm from self-closing device. Needs replacing. Scheme Manager informed. Speak to resident about mobility	Internal - Medium	Independent Living Coordinator	21/05/2024	1813125



Observation	Priority	Referred To	Required By:	Task ID
Drop down strip required for flat 3, excessive gap at foot of door	Repair - Non Emergency	Project Manager (Building Safety)	25/06/2024	1813126



Observation	Priority	Referred To	Required By:	Task ID
Screws missing from 2 pairs of hinges on right hand cross corridor door. Turn Right from flat 25	Repair - Non Emergency	Project Manager (Building Safety)	25/06/2024	1813127



Observation	Priority	Referred To	Required By:	Task ID
Communal Fire door at the top of stairs opposite flat 16 requires adjusting to fit flush to frame	Repair - Non Emergency	Project Manager (Building Safety)	25/06/2024	1813128



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. the maintained EL was illuminated at the time of inspection.

Records of monthly/annual testing available?

Yes

Comment

/Monthly check completed on 9/04/2024. Annual check 30/04/2024. Completed by Tunstall. All records are available in M-Files and on ActiveH

Observation	Priority	Referred To	Required By:	Task ID
Mixed emergency lighting				



Fire Safety Signs and Notices

Are the correct Fire Action/Advice notices displayed in prominent locations within the common areas?

Yes

Comment

Fire notices are displayed throughout the building

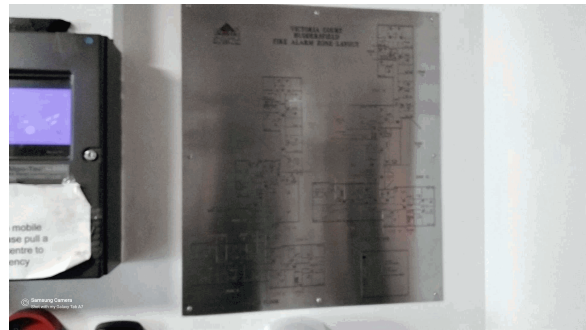
Directional fire escape signage in place and adequate?	Yes
Comment	All signage in place and appropriate at the time of inspection
Is there suitable LIFT signage i.e. do not use in case of fire?	Yes
Comment	All signs in place at the time of inspection
Do common area fire doors display the correct signage on both sides where applicable?	Yes
Comment	All fire doors have signage at teh time of inspection

Means of giving Warning in case of Fire

Is the scheme fitted with a communal area fire alarm?	Yes
Comment	This is not linked to the flats
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 test records are available on activeH and certificates are in M-Files. The last 6 monthly test was carried out bu Tunstall on 30/04/2024
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?	Yes
Comment	One door requires screws replacing. See observations.
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	As above tested and recoredd by Tunstall and the Scheme Manager.

Observation Priority Referred To Required By: Task ID

Fire panel and Zone plan



Fire Extinguishing Equipment

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

Yes

Comment

Extinguisher sprovided in high risk rooms, Lift, Boiler room and Electrical rooms. There are no extinguishers in the communa areas as residents are not trained to use them.

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 on scheme

Records available of fire fighting equipment servicing within past 12 months?

Yes

Comment

All records are available on ActiveH and in M-Files

Management of Fire Safety

Are these premises regulated by the Building Safety Regulator under the Building Safety Act?

Yes

Comment

Will this FRA be shared will all Accountable Persons for the premises?

Yes

Comment

FRA is available in M-Files and in ActiveH

How will this sharing be achieved?

As Above

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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

This is an Independant living scheme

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

N/A

Comment

Not required on ILS

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

N/A

Comment

Not Office

Offices - Are there suitable arrangements for evacuating disabled people?

N/A

Comment

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

N/A

Comment

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

Yes

Comment

This is a stay put scheme but an assembly point is provided for those who want to evacuate and for contractors who may be on site.

Offices - Are fire drills carried out at appropriate intervals?

N/A

Comment

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 full working order at the time of inspection

Is the lift fitted with a firefighters switch?

No

Comment

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

Yes

Comment

Carried out Feb 2024

Premises Inspection Box

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

No

Comment

A PIB will be installed at a later date

Evacuation Policy

Are there suitable arrangements for summoning the fire service?

Yes

Comment

The fire alarm panel is monitored, Flats have warden call facilities.

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

Yes

Comment

Engagement with Residents

Has information of fire procedures been disseminated to residents?

Yes

Comment

There is signage throughout the building. residents are given an information pack on arrival.

Is general fire safety information disseminated to residents?

Yes

Comment

There is signage throughout the building. A letter giving Fire safety advice has been delivered to each resident. there is also information on the website.

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.

Yes

Action leading to a repair

Yes

Internal administrative Action

Yes

Are there fire related remedial works required at this property, that will affect the fabric of the building?

No

Comment

All works are of a minor nature and would not affect the property

Were there any unsatisfactory aspects of the Fire Risk Assessment? (Visible on Building Safety Report).

Yes

Some fire doors did not fully close so works orders have been raised with our contractors.

Yes

Some minor works were required which have been raised with our contractors.

Yes

Unauthorised items were found in communal areas and arrangements were made for their removal.

No

Not all records were up to date, as noted in the table below. Arrangements have been made for these to be completed.

No

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A number of fire doors were found to be wedged or propped open. Fire doors are there to keep you safe and me kept shut at all times.

No

Observation

Priority

Referred To

Required By:

Task ID

Mobility scooter stored on balcony of communal room.

No ignition source, battery removed, door locked



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

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

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