

# FIRE RISK ASSESSMENT

PROPERTY ASSESSED:  
Neal Court Community Centre (Andrews Drive  
Northampton  
Northampton

NG16 4GG



**UPRN: 22**

**Inspection Date: 08/08/2022**

**Validation Date: 01/09/2022**

**Valid to: 01/09/2023**

**FRA completed by: Pennington Choices**

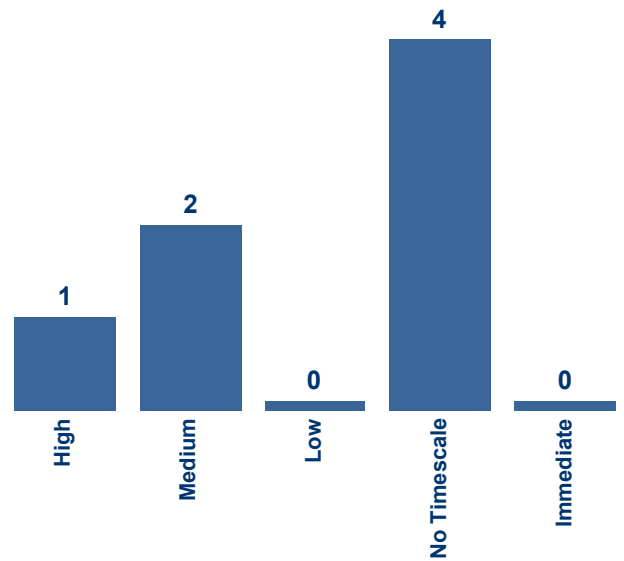
**FRA Completed For: Futures**



**FRA Risk Rating: Moderate**



**FRA Action Count by Priority**



### FRA Action by Type

**Recommendations: 4**

**Actions: 3**

**Premises Risk Rating: Moderate**

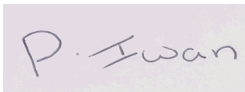
**Reassessment Priority: High - 1 Year**

**Recommended evacuation strategy for this building is: Simultaneous Evacuation**

**On satisfactory completion of all remedial works the risk rating of this building may be reduced to: Tolerable**

## FRA - Summary

Responsible Person	CEO Futures
Property Designation	Community Centre
Management Extent	
No of Floors	1
No of Flats (if applicable)	0
Ground floor Area (m2)	50
Total Area of all floors (m2)	50

FRA Completed By:	Gary Broadhurst
FRA Type:	Type 1
QA Validation Date:	01/09/2022
QA Carried Out By:	Piotr Iwan
Validator's Signature:	

## High

1

Ref.	Category	Priority	Complete By
Q4	Measures To Limit Fire Spread And Development	High	01/Oct/2022
<b>Finding/Observation</b>		<b>Action/Recommendation</b>	
No access to the roof space is provided .		Management to check compartmentation within the roof space over the common area	

## Medium

2

Ref.	Category	Priority	Complete By
H1	Hazards Introduced By Contractors	Medium	30/Nov/2022
<b>Finding/Observation</b>		<b>Action/Recommendation</b>	
Evidence was not available to confirm there is satisfactory control over works carried out in the building by contractors (e.g. hot work permits).		A documented procedure is recommended for ensuring all contractors are controlled on site and only operate within approved industry standards. This should include a permit to work and a hot work permit procedure where appropriate. All contractors should be advised of the emergency procedures and hazardous areas.	

Ref.	Category	Priority	Complete By
V1	Testing And Maintenance	Medium	30/Nov/2022
<b>Finding/Observation</b>		<b>Action/Recommendation</b>	
All fire safety provisions require testing in accordance with the relevant guides or standards.		Management to confirm that all fire safety provisions are tested in accordance with the relevant British Standards and guidance.	



Medium

2

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No Timescale

5

Ref.	Category	Priority	Complete By
E1	Cooking	No Timescale	
<b>Finding/Observation</b>		<b>Action/Recommendation</b>	
<p>All service users are given induction which includes information on all equipment usage.                      The kitchen is provided with a hatch that was open during the site visit.                      The gas cooker automatic blow out test was carried out and the cooker gas supply turned off when the flame was extinguished.</p>		<p>The hatch should be kept closed when the kitchen is not in use.</p>	
<p><b>Image: E11</b></p> 		<p><b>Image: E12</b></p> 	

Ref.	Category	Priority	Complete By
F1	Lightning	No Timescale	
<b>Finding/Observation</b>		<b>Action/Recommendation</b>	
<p>No lightning protection system was seen on site.</p>		<p>Recommend management undertake a risk assessment of the building to determine if lightning protection is required</p>	

Ref.	Category	Priority	Complete By
T6	Procedures And Arrangements	No Timescale	
<b>Finding/Observation</b>		<b>Action/Recommendation</b>	
<p>Unable to confirm at the time of the assessment.</p>		<p>Consider provision of a voluntary PEEPS system for disabled visitors.</p>	

No Timescale

5

Ref.	Category	Priority	Complete By
Y1	Engagement With Residents	No Timescale	
<b>Finding/Observation</b>		<b>Action/Recommendation</b>	
The property is only in use when the facilities are booked in advance.		Ensure at least one person in the user group is informed of all relevant fire safety matters.	

Reassessment Priority	High - 1 Year
Responsible Person	CEO Futures
BAFE Cert	CHES077

## General Information

UPRN	22
Address	Neal Court Community Centre (Andrews Drive Northampton Northampton
Postcode	NG16 4GG
Fire Risk Assessor	Gary Broadhurst
Date of Inspection	08/08/2022
Checked by	Piotr Iwan
Reassessment Date	08/08/2023

## General Information

Property Designation	Community Centre
Property Type	Purpose built community centre
No of Floors	1
No of Flats (if applicable)	0
Ground floor area (m2)	50
Total area of all floors	50

<p>Building Description</p>	<p>Andrew's drive, Neil Court community centre. The purpose-built single storey community centre is semidetached and stands back from the road within a quiet cul-de-sac with parking areas at the front of the property</p> <p>Facilities inside include, kitchen, toilets including disabled toilets, lounge, and storerooms</p> <p>The property has two exit doors, one is the main entrance door, and the other is at the rear of the property leading to a small ramp and to outside</p> <p>Both doors are provided with overhead self-closing device, key entry system and thumb turn release inside</p> <p>All internal doors were all in good condition and solid construction and a hatch is provided between the kitchen and lounge that should be kept closed when the property is not in use</p> <p>A hearing loop system is provided inside for persons with hearing difficulties , and the gas cooker was checked on site to establish that it is provided with an automatic safety cut out device</p> <p>The windows can be opened to provide fresh air and ventilation</p> <p>Waste is removed by the service users on the day as no bins are provided</p> <p>All escape routes were clear of obstruction and the furniture inside the lounge appeared old but was in good condition</p> <p>The property is provided with a simple fire detection and warning system which appears compliant with BS 5839 part 6, and comprises of heat detector in the kitchen and smoke detectors throughout the escape routes</p> <p>The system appears suitable for the type and use of the property</p> <p>There is provision of firefighting equipment which consisted of CO2 and Foam equipment which was in test date identified by the attached labels (Feb 2022)</p> <p>Signage included, general fire action notices, running man exit signs and no smoking signs which were considered adequate for the evacuation strategy which is simultaneous evacuation</p> <p>Overall, the property appeared well kept, and clean and tidy and is only used on occasion by different user groups who are given sufficient information about their responsibilities when on site</p>
<p>Building Construction</p>	<p>Traditional brick with pitched and tiled roof and modern UVPC windows</p>
<p>Extent of common areas</p>	<p>Lounge, kitchen, toilets and escape routes</p>
<p>Areas of the building to which access was not available</p>	<p>Store rooms</p>
<p>If applicable state which flats were sample inspected</p>	<p>N/A</p>



## 1. The Occupants

Ref.	Question	Policy Principles
10	Management Extent	
<b>Answer</b>		<b>Finding/Observation</b>
Partially Managed Building - Manager or Senior Staff not onsite regularly		
Ref.	Question	Policy Principles
11	Details of any onsite management (hours onsite etc.)	
<b>Answer</b>		<b>Finding/Observation</b>
Unknown.		
Ref.	Question	Policy Principles
12	Person managing fire safety in premises	
<b>Answer</b>		<b>Finding/Observation</b>
Shared responsibilities between Future and service users when occupied.		
Ref.	Question	Policy Principles
13	Person consulted during the fire risk assessment	
<b>Answer</b>		<b>Finding/Observation</b>
Ben Wood		
Ref.	Question	Policy Principles
14	Number of occupants (maximum estimated)	
<b>Answer</b>		<b>Finding/Observation</b>
30		
Ref.	Question	Policy Principles
15	Approximate maximum number of employees at any one time	
<b>Answer</b>		<b>Finding/Observation</b>
1		
Ref.	Question	Policy Principles
16	Number of members of the public (maximum estimated)	
<b>Answer</b>		<b>Finding/Observation</b>
Varies		

Ref.	Question	Policy Principles
17	Identify any people who are especially at risk: <ul style="list-style-type: none"><li>- sleeping occupants</li><li>- disabled occupants</li><li>- occupants in remote areas and lone workers</li><li>- young persons</li><li>- others</li></ul>	
Answer	Finding/Observation	
It is conceivable that there may be young persons, and elderly persons in the building as well as persons with disabilities		

## 2. Fire Safety Legislation

Ref.	Question	Policy Principles
21	The following fire safety legislation applies to these premises	
<b>Answer</b>		<b>Finding/Observation</b>
Regulatory Reform (Fire Safety) Order 2005		

Ref.	Question	Policy Principles
22	The above legislation is enforced by	
<b>Answer</b>		<b>Finding/Observation</b>
Derbyshire Fire and Rescue Service		

Ref.	Question	Policy Principles
23	Other key fire safety legislation (other than Building Regs 2000)	
<b>Answer</b>		<b>Finding/Observation</b>
None		

Ref.	Question	Policy Principles
24	The other legislation referred to above is enforced by	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

Ref.	Question	Policy Principles
25	Guidance used as applicable to premises and occupation	
<b>Answer</b>		<b>Finding/Observation</b>
Small & Medium Places of Assembly		

Ref.	Question	Policy Principles
26	Is there an alteration or enforcement notice in force?	
<b>Answer</b>		<b>Finding/Observation</b>
No		

Ref.	Question	Policy Principles
27	Fire loss experience (since last FRA)	
<b>Answer</b>		<b>Finding/Observation</b>
No		

## A. Electrical Ignition Sources

Ref.	Question	Policy Principles
A1	Is the fixed electrical installation periodically inspected and tested, (include dates if known)?	FHG complete Fixed wire testing in line with current regulations every 5 years and complete an annual visual inspection on all properties.
<b>Answer</b>		<b>Finding/Observation</b>
Yes		See principle.


Ref.	Question	Policy Principles
A2	Is PAT testing in common areas carried out?	PAT testing is complete at the time of the visual inspection as mentioned above. All items in the communal areas will be tested.
<b>Answer</b>		<b>Finding/Observation</b>
Yes		PAT is carried out in accordance with HSE recommendations.

Ref.	Question	Policy Principles
A3	Is there a policy for personal electrical appliances (consider restrictions of communal supply points such as outlets and T pin outlets)?	All personal items are not to be left in communal areas. Mobility Scooter Policy
<b>Answer</b>		<b>Finding/Observation</b>
Yes		See principle.

Ref.	Question	Policy Principles
A4	Is the use of adapters and leads limited?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		



Ref.	Question	Policy Principles
A5	Are there any PV cells installed and do they have the appropriate isolation systems and signage to assist the fire and rescue service?	
<b>Answer</b>		<b>Finding/Observation</b>
No		

## B. Smoking Policies

Ref.	Question	Policy Principles
B1	Are there suitable arrangements to prevent fire as a result from smoking?	No smoking policy in all communal areas- signage displayed.
<b>Answer</b>		<b>Finding/Observation</b>
Yes		No smoking signs are displayed and no signs of smoking were seen inside the property at the time of the assessment.
<b>Images</b>		
<p>Image: B11</p> 		

Ref.	Question	Policy Principles
B2	Is the policy being adhered to and are "No smoking" signs provided in the common areas?	
<b>Answer</b>		<b>Finding/Observation</b>
No		See B1

## C. Arson

Ref.	Question	Policy Principles
C1	Are premises secure against arson by outsiders? (Please state how)	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		The entrance door was secure and working at the time of the site visit and includes a thumb turn to release which worked as it should, and the rear exit door was locked shut and provided with thumb turn device
<b>Images</b>		
<p><b>Image: C11</b></p> 		<p><b>Image: C12</b></p> 



Ref.	Question	Policy Principles
C2	Are bins secured or fire loading stored in a suitable location? (Please state bin type, location, if and how it is secured)	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		Waste and recycling are removed from the building each site visit

## D. Portable Heaters And Heating Installations

Ref.	Question	Policy Principles
D1	If used, is the use of portable heaters regarded as safe?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

Ref.	Question	Policy Principles
D2	Are fixed heating systems maintained annually?	All Safety inspections carried out annually by qualified persons.
<b>Answer</b>		<b>Finding/Observation</b>
Yes		Gas fired central heating with wet radiators. See principal answer.

## E. Cooking

Ref.	Question	Policy Principles
E1	Are reasonable measures in place to prevent fires as a result of cooking, including replacing filter(where necessary)?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		All service users are given induction which includes information on all equipment usage. The kitchen is provided with a hatch that was open during the site visit. The gas cooker automatic blow out test was carried out and the cooker gas supply turned off when the flame was extinguished.
<b>Images</b>		
<p><b>Image: E11</b></p> 		<p><b>Image: E12</b></p> 

## F. Lightning

Ref.	Question	Policy Principles
F1	Does the building have a lightning protection system?	No lightning protection policy in place
<b>Answer</b>		<b>Finding/Observation</b>
No		No lightning protection system was seen on site.

## G. House-Keeping

Ref.	Question	Policy Principles
G1	Are combustible materials kept away from any sources of ignition, including gas and electrical intake cupboards?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		

Ref.	Question	Policy Principles
G2	Are the escape routes kept clear of items combustible materials or waste and free of any trip hazards?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		All common area escape routes were clear of items

### Images

Image: G21



Ref.	Question	Policy Principles
G3	Are mobility scooters or electric vehicles stored in the means of escape? If yes has an assessment been undertaken in line with the NFCC "Mobility Scooter Guidance for Residential Buildings"?	
<b>Answer</b>		<b>Finding/Observation</b>
No		

## H. Hazards Introduced By Contractors

Ref.	Question	Policy Principles	
H1	Is there satisfactory control over works carried out in the building by contractors (e.g. hot work permits)?		
<b>Answer</b>		<b>Finding/Observation</b>	
Unknown		Evidence was not available to confirm there is satisfactory control over works carried out in the building by contractors (e.g. hot work permits).	
<b>Action/Recommendation</b>		<b>Priority</b>	<b>Due Date</b>
A documented procedure is recommended for ensuring all contractors are controlled on site and only operate within approved industry standards. This should include a permit to work and a hot work permit procedure where appropriate. All contractors should be advised of the emergency procedures and hazardous areas.		Medium	30/Nov/2022



## I. Dangerous Substances

Ref.	Question	Policy Principles
I1	If dangerous substances are used, has a risk assessment been carried out as required by the Dangerous Substances and Explosives Atmospheres Regulations 2002 and are they stored correctly?	All contractors must submit RAMS for procurement processes, and these are reviewed annually by FHG. A specific risk assessment is to be completed for each job.
<b>Answer</b>		<b>Finding/Observation</b>
N/A		See principle.

## J. Other Significant Hazards

Ref.	Question	Policy Principles
J1	Are all issues deemed satisfactory? [1]	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		
Ref.	Question	Policy Principles
J2	Are all issues deemed satisfactory?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		

## K. Means Of Escape

Ref.	Question	Policy Principles
K1	Is the escape route design deemed satisfactory? (Consider current design codes)	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		

Ref.	Question	Policy Principles
K2	Is the fire-resisting construction (including any glazing) protecting escape routes and staircases of a suitable standard and maintained in sound condition?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		All doors were solid constructed and in good working condition

Ref.	Question	Policy Principles
K3	Is there adequate provision of exits (including exit Widths) for the numbers who may be present?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		There are two exits one at the front and one at the rear

Ref.	Question	Policy Principles
K4	Are doors on escape routes easily opened? (and are sliding or revolving doors avoided?)	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		Both doors are provided with thumb turn device which worked as they should

Ref.	Question	Policy Principles
K5	Do final exits open in the direction of escape where necessary?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		

Ref.	Question	Policy Principles
K6	Are travels distances satisfactory? (consider single direction and more than one direction, property risk profile and occupancy characteristics)	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		

Ref.	Question	Policy Principles
K7	Are there suitable precautions for all inner rooms?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

Ref.	Question	Policy Principles
K8	Are escape routes separated where appropriate?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

Ref.	Question	Policy Principles
K9	Are corridors sub-divided where appropriate?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

Ref.	Question	Policy Principles
K10	Do escape routes lead to a place of safety?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		All escape routes lead to the final exit doors and outside.

Ref.	Question	Policy Principles
K11	Are the stairs and/or lobbies provided with adequate ventilation? (If considered satisfactory, please state provision)	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		The centre is provided with opening windows.

Ref.	Question	Policy Principles
K12	Is there any other issues that could affect the means of escape, for example plastic conduit/loose cables not secured by fire rated fastening?	
<b>Answer</b>		<b>Finding/Observation</b>
No		


## L. Flat Entrance Doors

Ref.	Question	Policy Principles
L1	Are the sample inspection flat entrance door or doors in good condition and appropriately fire rated?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

## M. Common Area Fire Doors

Ref.	Question	Policy Principles
M1	Are all common area fire door and frames in good condition and appropriately fire rated?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		The doors provided will provide adequate separation for the maximum numbers inside the building.

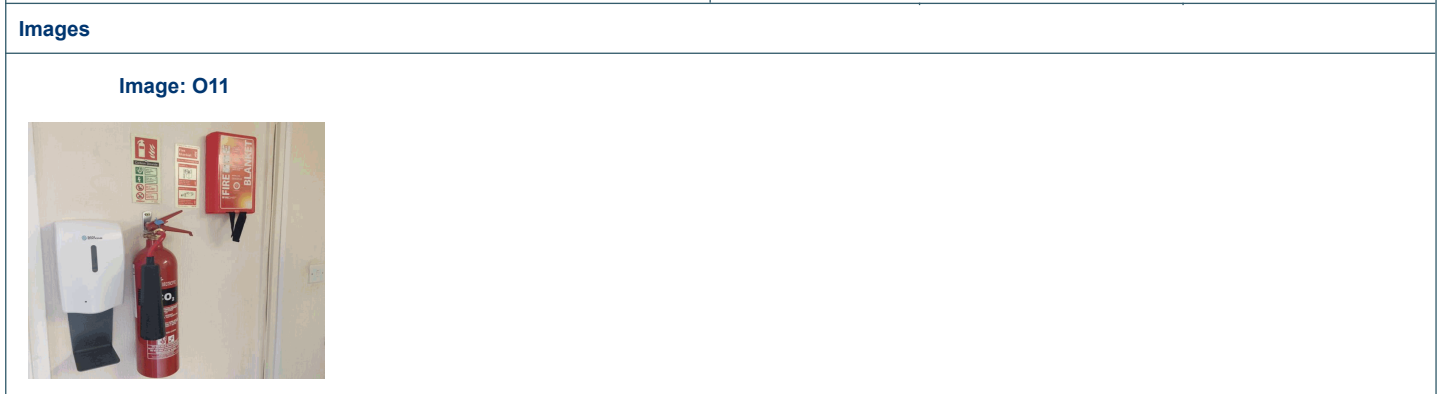
## N. Emergency Lighting

Ref.	Question	Policy Principles
N1	If emergency lighting is provided, is the coverage sufficient and in good repair? (Internal and external)	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		The escape lights cover all escape routes.
<b>Images</b>		
<p><b>Image: N11</b></p> 		

Ref.	Question	Policy Principles
N2	If EL not provided, is borrowed/artificial lighting sufficient for escape? (Internal and external)	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

## O. Fire Safety Signs & Notices

Ref.	Question	Policy Principles
O1	Is there adequate provision of visible fire safety signs and notices? (Consider directional, exits, stairs, fire action notices, Fire door keep shut, fire equipment and 'do not use lift' signage)	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		Signage was considered adequate and included, fire door keep locked shut, no smoking, fire action notices fire fighting equipment and running man



Ref.	Question	Policy Principles
O2	Wayfinding Signage (buildings over 11 metres in height). Are there clear markings for flat and floor recognition provided?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

## P. Means Of Giving Warning In Case Of Fire

Ref.	Question	Policy Principles
P1	Is a reasonable fire detection and fire alarm system provided in the common areas, where necessary?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		The building is fitted with a domestic hard wired interlinked fire detection and warning system in the common areas which includes heat detector in the kitchen and smoke detectors in all other areas which is considered suitable for the type and use of property.

Images	
<b>Image: P11</b> 	<b>Image: P12</b> 

Ref.	Question	Policy Principles
P2	If installed, is the common area AFD adequate for the occupancy and fire risk?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		See P1

Ref.	Question	Policy Principles
P3	If not installed, are the premises deemed safe without a common area AFD system?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

Ref.	Question	Policy Principles
P4	If there is a communal fire detection and fire alarm system, does it extend into the dwellings?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

Ref.	Question	Policy Principles
P5	Where appropriate, has a fire alarm zone plan been provided?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

Ref.	Question	Policy Principles
P6	Where appropriate, are there adequate arrangements for silencing and resetting an alarm condition?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		The system is self setting

Ref.	Question	Policy Principles
P7	If applicable, is a separate domestic hard-wired smoke/heat alarm within the flats installed to a suitable standard?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

Ref.	Question	Policy Principles
P8	If applicable (Sheltered scheme) is the smoke detection within the flats monitored by an alarm receiving centre/on site scheme manager via a telecare system?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

## Q. Measures To Limit Fire Spread And Development

Ref.	Question	Policy Principles
Q1	Is there adequate levels of compartmentation between floors and between flats and the common escape routes?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

Ref.	Question	Policy Principles
Q2	Are hidden voids appropriately enclosed and/or fire-stopped? (consider above suspended ceilings)	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

Ref.	Question	Policy Principles
Q3	Is there adequately fire protected service risers and/or ducts in common areas, that will restrict the spread of fire and smoke?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

Ref.	Question	Policy Principles	
Q4	Is compartmentation maintained in the roof space?		
<b>Answer</b>		<b>Finding/Observation</b>	
Unknown		No access to the roof space is provided .	
<b>Action/Recommendation</b>		<b>Priority</b>	<b>Due Date</b>
Management to check compartmentation within the roof space over the common area		High	01/Oct/2022

Ref.	Question	Policy Principles
Q5	Are electrics, including embedded meters, enclosed in fire rated construction?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

Ref.	Question	Policy Principles
Q6	As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		



Ref.	Question	Policy Principles
Q7	Is there reasonable limitation of linings to escape routes that might promote fire spread?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		Walls and surface finishing's appeared to comply with class "A1 and A2" materials.

Ref.	Question	Policy Principles
Q8	Are soft furnishings in common areas appropriate to limit fire spread/growth?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		The furniture appeared quite old but was in good condition. See G2

Ref.	Question	Policy Principles
Q9	Does the premises have any external balconies, cladding or materials which may promote external fire spread?	
<b>Answer</b>		<b>Finding/Observation</b>
No		

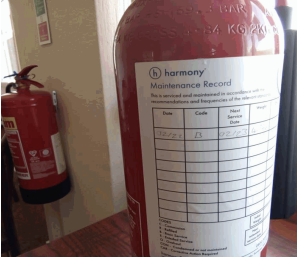
Ref.	Question	Policy Principles
Q10	Has a note been prepared of the external walls of the building and details of construction materials used? Does the note include and identify the level of risk that the design and materials used?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

Ref.	Question	Policy Principles
Q11	Does the External wall note include any mitigating circumstances that may have been taken to reduce the risk?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

Ref.	Question	Policy Principles
Q12	Has the responsible person reviewed the external wall note on a regular basis and revised it if there have been any significant changes in the external walls.	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

Ref.	Question	Policy Principles
Q13	Are all other fire spread/compartmentation issues satisfactory?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		

## R. Fire Extinguishing Appliances

Ref.	Question	Policy Principles
R1	if required, is there reasonable provision of accessible portable fire extinguishers?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		Fire fighting equipment included C02, foam and a fire blanket in the kitchen
<b>Images</b>		
<p><b>Image: R11</b></p> 		

## S. Relevant Automatic Fire Extinguishing Systems

Ref.	Question	Policy Principles
S1	Are there any automatic fire suppressant systems on site?	
<b>Answer</b>		<b>Finding/Observation</b>
No		
Ref.	Question	Policy Principles
S2	Are there any fixed fire fighting mains within the premises?	
<b>Answer</b>		<b>Finding/Observation</b>
No		
Ref.	Question	Policy Principles
S3	If any other relevant systems / equipment is installed, state type of system and comment as necessary	
<b>Answer</b>		<b>Finding/Observation</b>
No		

## T. Procedures And Arrangements

Ref.	Question	Policy Principles
T1	Recommended evacuation strategy for this building is	
<b>Answer</b>		<b>Finding/Observation</b>
Simultaneous Evacuation		

Ref.	Question	Policy Principles
T2	Has a competent person(s) been appointed to assist in undertaking the preventative and protective measures including in house checks?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		The visiting officer was aware of all fire safety provisions and requirements for the site, and carries out regular inspections.

Ref.	Question	Policy Principles
T3	Are there appropriate documented fire safety arrangements and procedures in place in the event of fire?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		The fire action notices provide relevant information as to what to do if a person hears the fire alarm or discovers a fire.

**Images**

**Image: T31**



Ref.	Question	Policy Principles
T4	Are there suitable arrangements for liaison and calling the Fire Service?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		Staff, contractors, residents or visitors when the building is occupied will call 999.

Ref.	Question	Policy Principles
T5	Are there suitable fire assembly points away from any risk?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		The fire assembly point is outside and is clear of the building.

Ref.	Question	Policy Principles
T6	Are there adequate procedures in place for the evacuation of disabled people who are likely to be present?	
<b>Answer</b>		<b>Finding/Observation</b>
Unknown		Unable to confirm at the time of the assessment.

Ref.	Question	Policy Principles
T7	Are staff nominated and trained on the use of fire extinguishing appliances?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		No staff on site.

Ref.	Question	Policy Principles
T8	Are staff nominated and trained to assist in evacuation (Where applicable e.g. Offices, supported schemes)?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		No staff on site.

## U. Training

Ref.	Question	Policy Principles
U1	Do staff receive adequate induction and annual refresher fire safety training? (To include fire risks in the premises, fire safety measures in the building, action in the event of fire and on hearing alarm, location and use of fire extinguishers, calling the fire service)	All touchdown points (small offices) staff receive Inductions and annual refreshers on fire safety fire safety. But at all the schemes no permanent staff are present.
<b>Answer</b>		<b>Finding/Observation</b>
N/A		No staff on site.

Ref.	Question	Policy Principles
U2	Are employees nominated to assist in the event of fire given additional training?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		No staff on site.

## V. Testing And Maintenance

Ref.	Question	Policy Principles
V1	Are all fire safety provisions for the building (AFD, Emergency Lighting, sprinklers etc.) routinely tested and maintained?	Alarms- FHG Greenscapes, MITIE E/L- FHG Greenscapes, MITIE, Assets Surveyor Extinguishers- MITIE Fire Doors- FHG Greenscapes, Assets Surveyor Final Exits/ Escape Routes- Greenscapes/ Neighbourhoods
<b>Answer</b>		<b>Finding/Observation</b>
Yes		All fire safety provisions require testing in accordance with the relevant guides or standards.
<b>Action/Recommendation</b>		<b>Priority</b>
Management to confirm that all fire safety provisions are tested in accordance with the relevant British Standards and guidance.		Medium
		<b>Due Date</b>
		30/Nov/2022

## W. Records

Ref.	Question	Policy Principles
W1	Is all routine testing and staff training including fire drills suitably recorded and available for inspection?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		Records are available to view on line

## X. Premises Information Box

Ref.	Question	Policy Principles
X1	Is a Premises Information Box located at the premises accessible to the Fire and Rescue Service, secure from unauthorised access and kept up to date?	Log book is kept on SharePoint with proposed specific QR code access.
<b>Answer</b>		<b>Finding/Observation</b>
N/A		Not required.

## Y. Engagement With Residents

Ref.	Question	Policy Principles
Y1	Has all Fire Safety information & procedures been disseminated to the residents?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		The property is only in use when the facilities are booked in advance.

## Z. Any Other Information

Ref.	Question	Policy Principles
Z1	Are all issues deemed satisfactory? [1]	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		

Ref.	Question	Policy Principles
Z2	Are all issues deemed satisfactory?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		

## ZAAR. Assessment Risk Ratings

Ref.	Question	Policy Principles
ZAAR1	<p>Likelihood of Fire</p> <p>Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.</p> <p>Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).</p> <p>High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire</p>	
<b>Answer</b>		<b>Finding/Observation</b>
Medium		

Ref.	Question	Policy Principles
ZAAR2	<p>Potential Consequences of Fire</p> <p>Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant.</p> <p>Moderate harmful: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.</p> <p>Extreme harm: Significant potential for serious injury or death of one or more occupants likely to involve multiple fatalities</p>	
<b>Answer</b>		<b>Finding/Observation</b>
Moderate Harm		

Ref.	Question	Policy Principles
ZAAR3	<p>Premises Risk Rating</p> <p>Trivial: No action is required and no detailed records need be kept</p> <p>Tolerable: No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.</p> <p>Moderate: It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.</p> <p>Substantial: Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.</p> <p>Intolerable: Building (or relevant area) should not be occupied until the risk is reduced</p>	
<b>Answer</b>		<b>Finding/Observation</b>
Moderate		

<b>Ref.</b>	<b>Question</b>	<b>Policy Principles</b>
ZAAR4	On satisfactory completion of all remedial works the risk rating of this building may be reduced to:	
<b>Answer</b>		<b>Finding/Observation</b>
Tolerable		



The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

Likelihood of fire	Potential consequences of fire		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial	Tolerable	Moderate
Medium	Tolerable	Moderate	Substantial
High	Moderate	Substantial	Intolerable

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:	<b>Medium</b>
<p>In this context, a definition of the above terms is as follows:</p> <p><b>Low:</b> Unusually low likelihood of fire as a result of negligible potential sources of ignition.</p> <p><b>Medium:</b> Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).</p> <p><b>High:</b> Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.</p>	

Taking into account the nature of the building and occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:	<b>Moderate Harm</b>
<p>In this context, a definition of the above terms is as follows:</p> <p><b>Slight harm:</b> Outbreak of fire unlikely to result in serious injury or death of any occupant.</p> <p><b>Moderate harmful:</b> Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.</p> <p><b>Extreme harm:</b> Significant potential for serious injury or death of one or more occupants likely to involve multiple fatalities.</p>	

Accordingly, it is considered that the risk to life from fire at these premises is:	<b>Moderate</b>
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A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action and time table
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

*(Note that, although the purpose of this section is to place the risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)*



## Life Safety Fire Risk Assessment Certificate of Conformity

This certificate is issued by the organization named in Part 1 of the schedule in respect of fire risk assessment provided for the person(s) or organization named in Part 2 of the schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

### Schedule:

Part 1a	Name & Address of Certified Organisation:
	Pennington Choices, Broofield House, Grimsditch Lane, WA4 4EA
Part 1b	BAFE registration number of issuing Certified Organization:
	102119
Part 1c	SSAIB 3rd Party Certificate Number:
	CHES077
Part 2	Name of Client:
	CEO Futures
Part 3a	Address of premises for which the fire risk assessment was carried out:
	Neal Court Community Centre (Andrews Drive Northampton Northampton NG16 4GG
Part 3b	Part or parts of the premises to which the fire risk assessment applies:
	Common Parts only (not dwellings, where applicable)
Part 4	Brief description of the scope and purpose of the fire risk assessment:
	Life Safety (as per agreed Specification)
Part 5	Effective date of the fire risk assessment:
	08/08/2022
Part 6	Recommended date for reassessment of the premises:
	08/08/2023
Part 7	Unique reference number of this certificate:
	109749

Signed for and on behalf of the issuing Certificated Organization:

James Hutton

Dated: 9/1/2022

## Appendix 1. Action Details

Ref.	Category	Priority	Comments	Recommendation	Quantity	To Be Completed By	Photo Ref.
E1	COOKING	No Timescale	All service users are given induction which includes information on all equipment usage. The kitchen is provided with a hatch that was open during the site visit. The gas cooker automatic blow out test was carried out and the cooker gas supply turned off when the flame was extinguished.	The hatch should be kept closed when the kitchen is not in use.			E11, E12
F1	LIGHTNING	No Timescale	No lightning protection system was seen on site.	Recommend management undertake a risk assessment of the building to determine if lightning protection is required			
H1	HAZARDS INTRODUCED BY CONTRACTORS	Medium	Evidence was not available to confirm there is satisfactory control over works carried out in the building by contractors (e.g. hot work permits).	A documented procedure is recommended for ensuring all contractors are controlled on site and only operate within approved industry standards. This should include a permit to work and a hot work permit procedure where appropriate. All contractors should be advised of the emergency procedures and hazardous areas.		30/11/2022	
Q4	MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT	High	No access to the roof space is provided .	Management to check compartmentation within the roof space over the common area		01/10/2022	
T6	PROCEDURES AND ARRANGEMENTS	No Timescale	Unable to confirm at the time of the assessment.	Consider provision of a voluntary PEEPS system for disabled visitors.			
V1	TESTING AND MAINTENANCE	Medium	All fire safety provisions require testing in accordance with the relevant guides or standards.	Management to confirm that all fire safety provisions are tested in accordance with the relevant British Standards and guidance.		30/11/2022	
Y1	ENGAGEMENT WITH RESIDENTS	No Timescale	The property is only in use when the facilities are booked in advance.	Ensure at least one person in the user group is informed of all relevant fire safety matters.			