

Futures Fire Risk Assessment

Futures Homescape, Office The Ropewalk: DE75
7BL, - UPRN: 16 / 173543 / QA Approved / Andy
Clope

Complete

Flagged items

2

Actions

14

SITE NAME:

Futures Homescape, Office The
Ropewalk: DE75 7BL, - UPRN:
16, Fire Risk Assessments,
Futures Homescape

PROPERTY IMAGE



Photo 1

UPRN:

16

JOB NUMBER:

173543

FRA COMPLETED BY:

Pennington Choices Limited

FIRE RISK ASSESSOR NAME:

Adrian Gallimore

INSPECTION DATE:

10 Aug 2023

REPORT STATUS:

QA Approved

REASSESSMENT PRIORITY

Medium - 2 Years

VALID TO: (QA Use Only)

2 Sep 2025

VALIDATION DATE: (QA Use Only)

2 Sep 2023

VALIDATED BY: (QA Use Only)

Andy Cloke

VALIDATOR'S SIGNATURE: (QA Use Only)



Photo 2

Flagged items & Actions

2 flagged, 14 actions

Flagged items

2 flagged, 0 actions

Assessment Risk Ratings / Premises Risk Rating

Accordingly, it is considered that the risk to life from fire at these premises is:

MODERATE

Assessment Risk Ratings

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

TOLERABLE

Other actions

14 actions

Detailed Risk Assessment Part 1 / 2. The Occupants

2.7 Number of members of the public (maximum estimated)

N/A. The office is not usually accessed by members of the public. There is no access to the premise unless by appointment or by contacting FHG office by the telephone number provided on the outside of the property.

The assessor as a visitor, was not asked to sign in at the time of assessment.

Open | Priority Low | Due 2 Sep 2024 11:21 AM BST | Created by Adrian Gallimore

2.7

It is recommended that visitors and contractors are required to sign in / out when attending in order that their whereabouts can be accounted for in the event of an emergency.

Detailed Risk Assessment Part 2 / A - Electrical Ignition Sources / A2

Is PAT testing in common areas carried out?

No

Labels on portable electrical appliances confirmed that the last PAT test was completed on 26/07/2022 and is now overdue.



Photo 3



Photo 4



Photo 5

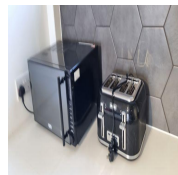


Photo 6

Open | Priority Low | Due 2 Sep 2024 11:29 AM BST | Created by Adrian Gallimore

A2

Management should arrange for PAT re-test.

Detailed Risk Assessment Part 2 / A - Electrical Ignition Sources / A3

Is there a policy for personal electrical appliances (consider restrictions of communal supply points such as outlets and T

Unknown

pin outlets)?

The assessor was not able to confirm the policy of personal electrical appliances within the office such as charging or mobile phones etc. No personal electrical appliances were identified at the time of assessment.

Open | Priority Low | Created by Adrian Gallimore

A3

Management should confirm the policy on the use of personal electrical appliances within common areas and ensure that the policy is communicated to staff.

Detailed Risk Assessment Part 2 / F - Lightning / F1

Does the building have a lightning protection system?

Unknown

Lighting protection strips are present to the property. It was not possible to establish if lightning protection has been tested in accordance with BS62305. Where lightning protection is provided it should be tested within a maximum of 12 monthly intervals however, it is recommended that testing is completed at 11 monthly intervals to allow variations in seasons tested over time.



Photo 13



Photo 14

Open | Priority Low | Due 2 Sep 2024 11:49 AM BST | Created by Adrian Gallimore

F1

Management should confirm that lightning protection is tested in accordance with BSEN: 62305. Where testing has not been carried out, management should ensure that LPT is conducted by a certified third-party contractor and that adequate records are maintained.

Detailed Risk Assessment Part 2 / G - Housekeeping / G1

Are combustible materials kept away from any sources of ignition, including gas and electrical intake cupboards?

Unknown

The IT server room was not accessible at the time of assessment as it can only be accessed by FHG IT department. It was not possible to establish if there are any combustible materials stored within. In addition, it was not possible to establish fire rating or condition of the server room door or if there are any compartmentation penetrations within.

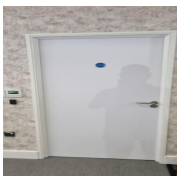


Photo 15

Open | Priority Medium | Due 2 Dec 2023 11:58 AM GMT | Created by Adrian Gallimore

G1

Where ignition sources are present, server room doors should conform to a minimum of FD30

specification. Where doors do not conform, they should be replaced with certified FD30 fire door sets. Any penetrations identified within should be fire stopped with fire rated building materials. Any work required should only be conducted by a certified third-party contractor.

Open | Priority Medium | Due 2 Dec 2023 11:57 AM GMT | Created by Adrian Gallimore

G1

Management should ensure that no combustible materials are stored in proximity of ignition sources such as IT servers and other electrical ignition risks.

Detailed Risk Assessment Part 2 / H - Hazards Introduced by Contractors / H1

Is there satisfactory control over works carried out in the building by contractors (e.g. hot work permits)?

Unknown

It was not possible to establish contractor control procedures as the information was not available at the time of assessment.

Open | Priority Medium | Due 2 Dec 2023 12:00 PM GMT | Created by Adrian Gallimore

H1

Management should confirm that suitable and sufficient procedures are in place for controlling contractor activities to include Method Statements and Risk Assessments and Hot Work Permit where required.

Detailed Risk Assessment Part 2 / P - Means of Giving Warning in Case of Fire / P2

If installed, is the common area AFD adequate for the occupancy and fire risk?

Unknown

It was not possible to establish if AFD is installed to the server room as it was not accessible at the time of assessment.

Open | Priority Low | Created by Adrian Gallimore

P2

Management should confirm if AFD is installed to the IT server room. Where AFD is not installed, it is recommended that it is fitted. Any installation should only be completed by a certified fire alarm engineer.

Detailed Risk Assessment Part 2 / P - Means of Giving Warning in Case of Fire / P5

Where appropriate, has a fire alarm zone plan been provided?

Unknown

There is no fire alarm zone plan displayed however, the premise is basic and it is likely that there will only be one zone however, the server room was not accessible and it was not possible to determine if AFD is installed or if it is on a separate zone from the rest of the premise.

Open | Priority Low | Due 2 Sep 2024 12:24 PM BST | Created by Adrian Gallimore

P5

Management should confirm the number of zones to the fire alarm system. Where there is more than one zone, a zone plan should be displayed or zones should be demarked on the alarm panel.

Detailed Risk Assessment Part 2 / Q - Measures to Limit Fire Spread and Development / Q4

Is compartmentation maintained in the roof space?

Unknown

There is no roof void access hatch within the premise. The building is joined to a dwelling block. It was not possible to establish the level of compartmentation within the roof space.



Photo 51

Open | Priority Medium | Due 2 Dec 2023 12:33 PM GMT | Created by Adrian Gallimore

Q4

Management should inspect the roof space to ensure that is an adequate fire break for the size of compartment in accordance with building regulations. Any penetrations identified should be fire stopped using fire rated building materials. Any work required should only be conducted by an approved third-party contractor.

Detailed Risk Assessment Part 2 / R - Fire Extinguishing Appliances / R1

If required, is there reasonable provision of accessible portable fire extinguishers?

No

Extinguishers are installed in accordance with BS5308:Part 8. There are 2 x 6L 21A Foam and 2 x 2KG CO2 units installed. Extinguishers are located by exits on appropriate floor stands with signage attached. Extinguishers are maintained under service contract with Harmony. The last service was completed in June 22 and is now overdue.



Photo 52



Photo 53



Photo 54

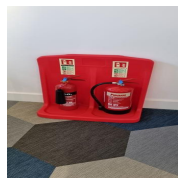


Photo 55

Open | Assignee Adrian Gallimore | Priority Medium | Due 2 Dec 2023 12:40 PM GMT | Created by Adrian Gallimore

R1

Management should contact service provider and arrange annual service.

Detailed Risk Assessment Part 2 / T - Procedures and Arrangements / T2

Has a competent person(s) been appointed to assist in undertaking the preventative and protective measures including in house checks?

Unknown

It was not possible to ascertain if there is a competent person appointed for this property.

Open | Priority Low | Created by Adrian Gallimore

T2

Management should confirm that there is a competent person in place to undertake the preventative and protective measures for this property.

Detailed Risk Assessment Part 2 / T - Procedures and Arrangements / T8

Are staff nominated and trained to assist in evacuation (Where applicable e.g. Offices, supported schemes)?

Unknown

A member of staff stated that there are trained fire marshals however she was not aware of the date of the last training.

Open | Priority Low | Due 2 Sep 2024 12:49 PM BST | Created by Adrian Gallimore

T8

Management should ensure that there are an adequate number of trained fire marshals to include sufficient cover for holidays and sickness absence.

Detailed Risk Assessment Part 2 / W - Records / W1

Is all routine testing and staff training including fire drills suitably recorded and available for inspection?

Unknown

It was not possible to establish the date of the last fire evacuation drill as records were not available at the time of assessment.

Open | Priority Low | Due 2 Sep 2024 12:53 PM BST | Created by Adrian Gallimore

W1

Management should ensure that there is a fire evacuation drill in line with company policy and that adequate records are maintained.

1. General Information

1.1 FRA Type: Type 1 (Non-destructive)

1.2 Property Type: Converted Bungalow

One member of staff confirmed that the building was previously a community centre that was converted of an office in 2020.

1.3 Property Designation: Office

1.4 Responsible Person: Lindsey Williams - CEO Futures Housing Group

1.5 No of Floors: 1

1.6 No of Flats (if applicable): N/A

The property is an office building with no dwellings.

1.7 Ground Floor Area (m2): 72

1.8 Total Area of all Floors (m2) 72

1.9 Building Description:

The building is an office that was converted from a community centre in approximately 2020. The entrance leads to an open plan foyer with open plan office. There are toilets, meeting room and I.T server room (not accessible) off the open plan office. Exits are via the main entrance and rear door of the communal office which leads to small gated garden / seating area.

1.10 Building Construction:

Brick built property with tiled pitched roof. Internal walls are emulsion painted plaster / wallpapered. Ceilings are emulsion painted plastered with wooden beam facias. There is also some plywood to wall. Floors are solid construction.

1.11 Extent of common areas:

The premises is open plan.

1.12 Areas of the building to which access was not available:

The I.T server room was not accessible.

1.13 If applicable, state which flats were sample inspected:

N/A - The premise is an office building with no dwellings

2. The Occupants

2.1 Management Extent

Managed Building - Manager or Senior Staff Onsite Regularly

2.2 Details of any onsite Management

There are members of staff / supervisors on site during regular office hours (9-5). The building is not occupied outside of office hours.

2.3 Person managing fire safety in the premises

Lindsey Williams, CEO, Futures Housing Group.

2.4 Person consulted during the fire risk assessment

Members of staff were consulted for general information purposes only.

2.5 Number of occupants (maximum estimated)

There are usually 6-10 persons working within the office however, the premises is used as a hub and may be attended by more Futures staff when working in the area. A member of staff stated that there is not usually more than 15 persons present at any one time.

2.6 Approximate maximum number of employees at any one time

Refer to 2.5

2.7 Number of members of the public (maximum estimated)

N/A. The office is not usually accessed by members of the public. There is no access to the premise unless by appointment or by contacting FHG office by the telephone number provided on the outside of the property.

The assessor as a visitor, was not asked to sign in at the time of assessment.

Open | Priority Low | Due 2 Sep 2024 11:21 AM BST | Created by Adrian Gallimore

2.7

It is recommended that visitors and contractors are required to sign in / out when attending in order that their whereabouts can be accounted for in the event of an emergency.

2.8 Identify any people who are especially at risk (Sleeping Occupants, Disabled Occupants, Occupants in remote areas and Lone Workers, Young Persons, Others)

There was no disabled persons present at the time of assessment. It is unlikely that there will be any young or elderly persons present and there is no sleeping risk.

3. Fire Safety Legislation

3.1 The following fire safety legislation applies to these premises

Regulatory Reform (Fire Safety) Order 2005

3.2 The above legislation is enforced by

Derbyshire Fire and Rescue Service

3.3 Other key fire safety legislation (other than Building Regs 2000)

None

3.4 The other legislation referred to above is enforced by

N/A

3.5 Guidance used as applicable to premises and occupation

Offices & Shops

3.6 Is there an alteration or enforcement notice in force?

N/A

A member of staff confirmed that she was not aware of any alteration or enforcement notice.

3.7 Fire loss experience (since last FRA)

N/A

A member of staff confirmed that she was not aware of any fire loss since the property was converted in 2020.

A - Electrical Ignition Sources

2 actions

A1**Is the fixed electrical installation periodically inspected and tested, (include dates if known)?**

Unknown

The electrical consumer unit could not be located at the time of assessment. It was not possible to establish the date of the last fixed wiring test. Refer to Policy Principle.

Policy Principle: FHG complete Fixed wire testing in line with current regulations every 5 years and complete an annual visual inspection on all properties.

A2

1 action

Is PAT testing in common areas carried out?

No

Labels on portable electrical appliances confirmed that the last PAT test was completed on 26/07/2022 and is now overdue.



Photo 3



Photo 4



Photo 5

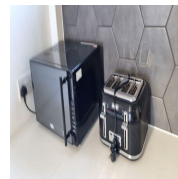


Photo 6

Open | Priority Low | Due 2 Sep 2024 11:29 AM BST | Created by Adrian Gallimore

A2

Management should arrange for PAT re-test.

Policy Principle: PAT testing is complete at the time of the visual inspection as mentioned above. All items in the communal areas will be tested.

Action/Recommendation Required?

Yes

Action Priority:

Low - 12 Months

A3

1 action

Is there a policy for personal electrical appliances (consider restrictions of communal supply points such as outlets and T pin outlets)?

Unknown

The assessor was not able to confirm the policy of personal electrical appliances within the office such as charging or mobile phones etc. No personal electrical appliances were identified at the time of assessment.

Open | Priority Low | Created by Adrian Gallimore

A3

Management should confirm the policy on the use of personal electrical appliances within common areas and ensure that the policy is communicated to staff.

Policy Principle: PAT testing is complete at the time of the visual inspection as mentioned above. All items in the communal areas will be tested.

Action/Recommendation Required?

Yes

Action Priority:

Recommendation - No Timescale

A4

Is the use of adapters and leads limited?

No

There were no adaptors identified. All extension leads identified were surge protected and were PAT tested however, PAT test is overdue. Refer to A2.

A5

Are there any PV cells installed and do they have the appropriate isolation systems and signage to assist the fire and rescue service?

N/A

None present.

B - Smoking Policies

B1

Are there suitable arrangements to prevent fire as a result from smoking?

Yes

Policy Principle: No smoking policy in all communal areas- signage displayed.

B2

Is the policy being adhered to and are "No smoking" signs provided in the common areas?

Yes

There was no evidence of smoking at the time of assessment. Signage is displayed within the entrance foyer.



Photo 7

C - Arson

C1

Are premises secure against arson by outsiders? (Please state how)

Yes

Access to the building is via electronic key fob. There is also a standard security lock fitted. The office does not generally allow access to visitors without an appointment. Where visitors attend that do not have an appointment, they are required to contact FHG by the telephone number provided on the door.

C2

Are bins secured or fire loading stored in a suitable location? (Please state bin type, location, if and how it is secured)

Yes

Wheelie bins are located in a small compound at the front of the premise. The office has a cleaner in attendance and office waste is removed on a daily basis.



Photo 8



Photo 9

D - Portable Heaters and Installations

D1

If used, is the use of portable heaters regarded as safe?

N/A

No portable heaters were identified.

D2

Are fixed heating systems maintained annually?

Yes

There is a domestic heating / hot water boiler. The last Gas Safety Inspection was completed in September 2022.

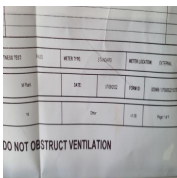


Photo 10



Photo 11



Photo 12

Policy Principle: All Safety inspections carried out annually by qualified persons.

E - Cooking

E1

Are reasonable measures in place to prevent fires as a result of cooking, including replacing filter(where necessary)?

Yes

There is a small kitchenette with toaster and microwave only. Portable electrical equipment is subject to PAT testing (slightly overdue - refer to A2).

F - Lightning

1 action

F1

1 action

Does the building have a lightning protection system?

Unknown

Lightning protection strips are present to the property. It was not possible to establish if lightning protection has been tested in accordance with BS62305. Where lightning protection is provided it should be tested within a maximum of 12 monthly intervals however, it is recommended that testing is completed at 11 monthly intervals to allow variations in seasons tested over time.



Photo 13



Photo 14

Open | Priority Low | Due 2 Sep 2024 11:49 AM BST | Created by Adrian Gallimore

F1

Management should confirm that lightning protection is tested in accordance with BSEN: 62305. Where testing has not been carried out, management should ensure that LPT is conducted by a certified third-party contractor and that adequate records are maintained.

Policy Principle: No lightning protection policy in place

Action/Recommendation Required?

Yes

Action Priority:

Low - 12 Months

G - Housekeeping

2 actions

G1

2 actions

Are combustible materials kept away from any sources of ignition, including gas and electrical intake cupboards?

Unknown

The IT server room was not accessible at the time of assessment as it can only be accessed by FHG IT department. It was not possible to establish if there are any combustible materials stored within. In addition, it was not possible to establish fire rating or condition of the server room door or if there are any compartmentation penetrations within.

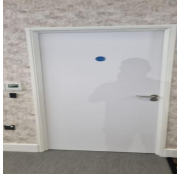


Photo 15

Open | Priority Medium | Due 2 Dec 2023 11:58 AM GMT | Created by Adrian Gallimore

G1

Where ignition sources are present, server room doors should conform to a minimum of FD30 specification. Where doors do not conform, they should be replaced with certified FD30 fire door sets. Any penetrations identified within should be fire stopped with fire rated building materials. Any work required should only be conducted by a certified third-party contractor.

Open | Priority Medium | Due 2 Dec 2023 11:57 AM GMT | Created by Adrian Gallimore

G1

Management should ensure that no combustible materials are stored in proximity of ignition sources such as IT servers and other electrical ignition risks.

Action/Recommendation Required?

Yes

Action Priority:

Medium - 3 Months

G2

Are the escape routes kept clear of items combustible materials or waste and free of any trip hazards?

Yes

The escape route was clear and standards of housekeeping were found to be good at the time of assessment.

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"?

N/A

None present.

H - Hazards Introduced by Contractors

1 action

H1

1 action

Is there satisfactory control over works carried out in the building by contractors (e.g. hot work permits)?

Unknown

It was not possible to establish contractor control procedures as the information was not available at the time of assessment.

H1

Management should confirm that suitable and sufficient procedures are in place for controlling contractor activities to include Method Statements and Risk Assessments and Hot Work Permit where required.

Action/Recommendation Required?

Yes

Action Priority:

Medium - 3 Months

I - Dangerous Substances

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?

N/A

There were no dangerous substances identified at the time of assessment. Refer to Policy Principle.

Policy Principle: 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.

J - Other Significant Hazards

J1

Are all issues deemed satisfactory? [1]

N/A

There were no additional significant hazards identified at the time of assessment.

J2

Are all issues deemed satisfactory? [2]

N/A

There were no additional significant hazards identified at the time of assessment.

K - Means of Escape

K1

Is the escape route design deemed satisfactory? (Consider current design codes)

Yes

The escape route is satisfactory.

K2

Is the fire-resisting construction (including any glazing) protecting escape routes and staircases of a suitable standard and maintained in sound condition?

Yes

The office is open plan. Walls are solid emulsion painted / wallpapered. Ceilings are plastered with some wooden fascia fitted.

K3

Is there adequate provision of exits (including exit Widths) for the numbers who may be present?

Yes

There are two exit which are via the entrance and rear door within the office and are adequate for the number of persons that may be present.

K4

Are doors on escape routes easily opened? (and are sliding or revolving doors avoided?)

Yes

Green door release buttons are fitted. There are also emergency green 'break glass' door release devices installed.



Photo 16



Photo 17

K5

Do final exits open in the direction of escape where necessary?

Yes

Doors open in the direction of travel.

K6

Are travel distances satisfactory? (consider single direction and more than one direction, property risk profile and occupancy characteristics)

Yes

Travel distances are acceptable.

K7

Are there suitable precautions for all inner rooms?

Yes

Inner room scenarios are present from the small meeting room. Travel distances and occupancy levels are low.

K8

Are escape routes separated where appropriate?

N/A

The premise is a small open plan office block.

K9

Are corridors sub-divided where appropriate?

N/A

No corridors present.

K10

Do escape routes lead to a place of safety?

Yes

The front exit leads to the open environment at the front of the property. The rear exit leads to small rear enclosed garden with a push pad fitted to the gate.



Photo 18

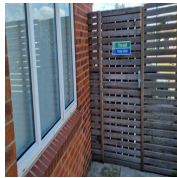


Photo 19

K11

Are the stairs and/or lobbies provided with adequate ventilation? (If considered satisfactory, please state provision)

N/A

The premise is open plan with no lobbies or stairways.

K12

Are there any other issues that could affect the means of escape, for example plastic conduit/loose cables not secured by fire rated fastening?

N/A

No issues were identified at the time of assessment.

L - Flat Entrance Doors

L1

Are the sample inspection flat entrance door or doors in good condition and appropriately fire rated?

N/A

There are no dwellings to the property.

M - Common Area Fire Doors

M1

Are all common area fire door and frames in good condition and appropriately fire rated?

Unknown

The only fire door required to the building would be the door fitted to the IT server room which was not accessible. It was not possible to establish fire rating or condition. Refer to G1.

N - Emergency Lighting

N1

If emergency lighting is provided, is the coverage sufficient and in good repair? (Internal and external)

Yes

Emergency lighting is provided throughout with LED lights fitted to office lighting. There are also illuminated signs above exits.

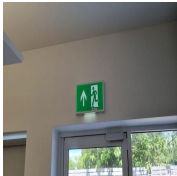


Photo 20

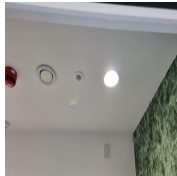


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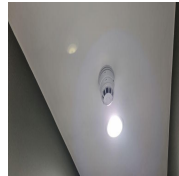


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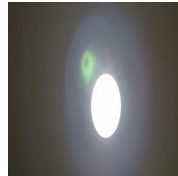


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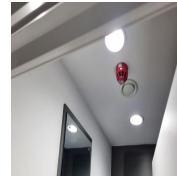


Photo 24

N2

If EL not provided, is borrowed/artificial lighting sufficient for escape? (Internal and external)

Yes

External emergency lighting is fitted above exits.



Photo 25



Photo 26

O - Fire Safety Signs and Notices

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)

Yes

A Fire Action Notice is displayed. The door to the server room has fire door sign attached. Exits have illuminated signs above. Extinguishers have signs attached.

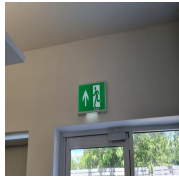


Photo 27



Photo 28



Photo 29



Photo 30

O2

Wayfinding Signage (buildings over 11 metres in height). Are there clear markings for flat and floor recognition provided?

N/A

Not required.

P - Means of Giving Warning in Case of Fire

2 actions

P1

Is a reasonable fire detection and fire alarm system provided in the common areas, where necessary?

Yes

An automatic fire alarm system is installed with AFD installed to BS5839: L2/L3. The alarm panel is located by the entrance door and no faults were identified.

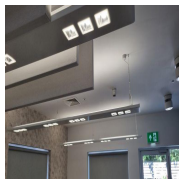


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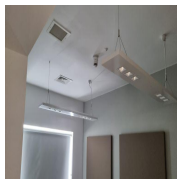


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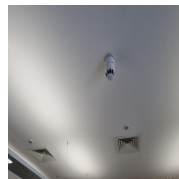


Photo 33

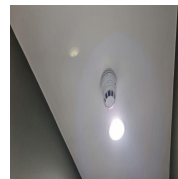


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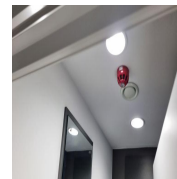


Photo 35



Photo 36



Photo 37



Photo 38

P2

1 action

If installed, is the common area AFD adequate for the occupancy and fire risk?

Unknown

It was not possible to establish if AFD is installed to the server room as it was not accessible at the time of assessment.

Open | Priority Low | Created by Adrian Gallimore

P2

Management should confirm if AFD is installed to the IT server room. Where AFD is not installed, it is recommended that it is fitted. Any installation should only be completed by a certified fire alarm engineer.

Action/Recommendation Required?

Yes

Action Priority:

Recommendation - No Timescale

P3

If not installed, are the premises deemed safe without a common area AFD system?

N/A

AFD is installed. Refer to A2.

P4

If there is a communal fire detection and fire alarm system, does it extend into the dwellings?

N/A

There are no dwellings to the property.

P5

1 action

Where appropriate, has a fire alarm zone plan been provided?

Unknown

There is no fire alarm zone plan displayed however, the premise is basic and it is likely that there will only be one zone however, the server room was not accessible and it was not possible to determine if AFD is installed or if it is on a separate zone from the rest of the premise.

Open | Priority Low | Due 2 Sep 2024 12:24 PM BST | Created by Adrian Gallimore

P5

Management should confirm the number of zones to the fire alarm system. Where there is more than one zone, a zone plan should be displayed or zones should be demarked on the alarm panel.

Action/Recommendation Required?

Yes

Action Priority:

Low - 12 Months

P6

Where appropriate, are there adequate arrangements for silencing and resetting an alarm condition?

Yes

Members of staff area present and would contact FHG facilities / engineering to silence or reset the alarm.

P7

If applicable, is a separate domestic hard-wired smoke/heat alarm within the flats installed to a suitable standard?

N/A

No dwellings present.

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?

N/A

N/A - The premise is an office block that has members of staff present during normal office hours.

Q - Measures to Limit Fire Spread and Development

1 action

Q1

Is there adequate levels of compartmentation between floors and between flats and the common escape routes?

Yes

The office is open plan. Walls are solid emulsion painted / wallpapered. Ceilings are plastered with some wooden fascia fitted. No penetrations were identified at the time of assessment.



Photo 39

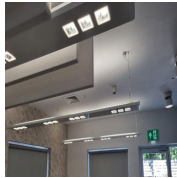


Photo 40

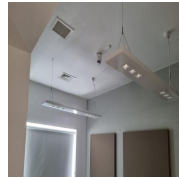


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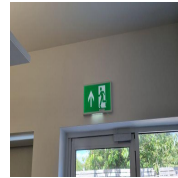


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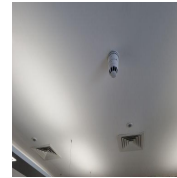


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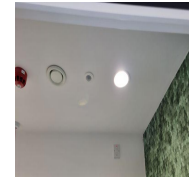


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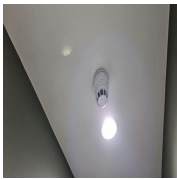


Photo 45

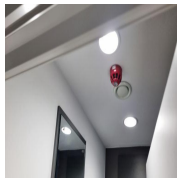


Photo 46



Photo 47



Photo 48

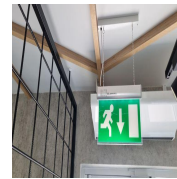


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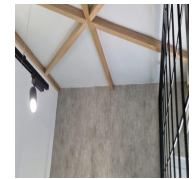


Photo 50

Q2

Are hidden voids appropriately enclosed and/or fire-stopped? (consider above suspended ceilings)

N/A

No hidden voids identified.

Q3

Is there adequately fire protected service risers and/or ducts in common areas, that will restrict the spread of fire and smoke?

N/A

None present.

Q4

1 action

Is compartmentation maintained in the roof space?

Unknown

There is no roof void access hatch within the premise. The building is joined to a dwelling block. It

was not possible to establish the level of compartmentation within the roof space.



Photo 51

Open | Priority Medium | Due 2 Dec 2023 12:33 PM GMT | Created by Adrian Gallimore

Q4

Management should inspect the roof space to ensure that is an adequate fire break for the size of compartment in accordance with building regulations. Any penetrations identified should be fire stopped using fire rated building materials. Any work required should only be conducted by an approved third-party contractor.

Action/Recommendation Required?

Yes

Action Priority:

Medium - 3 Months

Q5

Are electrics, including embedded meters, enclosed in fire rated construction?

Unknown

There was no electrical infrastructure / consumer unit present. It is possible that it is located within the server room that was not accessible at the time of assessment. Refer to G1.

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?

N/A

None present.

Q7

Is there reasonable limitation of linings to escape routes that might promote fire spread?

Yes

The office is open plan. Walls are solid emulsion painted / wallpapered. Ceilings are plastered with some wooden fascia fitted. No penetrations were identified at the time of assessment.

Q8

Are soft furnishings in common areas appropriate to limit fire spread/growth?

N/A

There are no soft furnishings present.

Q9

Does the premises have any external balconies, cladding or materials which may promote external fire spread?

N/A

None present.

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?

N/A

Not required.

Q11

Does the External wall note include any mitigating circumstances that may have been taken to reduce the risk?

N/A

Not required.

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.

N/A

Not required.

Q13

Are all other fire spread/compartmentation issues satisfactory?

N/A

No further issues were identified.

R - Fire Extinguishing Appliances

1 action

R1

1 action

If required, is there reasonable provision of accessible portable fire extinguishers?

No

Extinguishers are installed in accordance with BS5308:Part 8. There are 2 x 6L 21A Foam and 2 x 2KG CO2 units installed. Extinguishers are located by exits on appropriate floor stands with signage attached. Extinguishers are maintained under service contract with Harmony. The last service was completed in June 22 and is now overdue.



Photo 52



Photo 53



Photo 54



Photo 55

Open | Assignee Adrian Gallimore | Priority Medium | Due 2 Dec 2023 12:40 PM GMT | Created by Adrian Gallimore

R1

Management should contact service provider and arrange annual service.

Action/Recommendation Required?

Yes

Action Priority:

Medium - 3 Months

S - Relevant Automatic Fire Extinguishing Systems

S1

Are there any automatic fire suppressant systems on site?

N/A

None present.

S2

Are there any fixed fire fighting mains within the premises?

N/A

None present.

S3

If any other relevant systems / equipment is installed, state type of system and comment as necessary

N/A

None present.

T - Procedures and Arrangements

2 actions

T1

Recommended evacuation strategy for this building is:

Simultaneous Evacuation

T2

1 action

Has a competent person(s) been appointed to assist in undertaking the preventative and protective measures including in house checks?

Unknown

It was not possible to ascertain if there is a competent person appointed for this property.

Open | Priority Low | Created by Adrian Gallimore

T2

Management should confirm that there is a competent person in place to undertake the preventative and protective measures for this property.

Action/Recommendation Required?

Yes

Action Priority:

Recommendation - No Timescale

T3

Are there appropriate documented fire safety arrangements and procedures in place in the event of fire?

Yes

A Fire Action Notice is displayed which advises on a simultaneous evacuation.

T4

Are there suitable arrangements for liaison and calling the Fire Service?

Yes

A member of staff would contact the Fire Service.

T5

Are there suitable fire assembly points away from any risk?

Yes

The fire assembly point is detailed on the evacuation notice and advises staff to evacuate to the car park at the front of the building.

T6

Are there adequate procedures in place for the evacuation of disabled people who are likely to be present?

N/A

There were no disabled members of staff present at the time of assessment.

T7

Are staff nominated and trained on the use of fire extinguishing appliances?

Yes

Refer to U1 Policy Principle.

T8

1 action

Are staff nominated and trained to assist in evacuation (Where applicable e.g. Offices, supported schemes)?

Unknown

A member of staff stated that there are trained fire marshals however she was not aware of the date of the last training.

Open | Priority Low | Due 2 Sep 2024 12:49 PM BST | Created by Adrian Gallimore

T8

Management should ensure that there are an adequate number of trained fire marshals to include sufficient cover for holidays and sickness absence.

Action/Recommendation Required?

Yes

Action Priority:

Low - 12 Months

U - Training

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)

Yes

Policy Principle: 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.

U2

Are employees nominated to assist in the event of fire given additional training?

N/A

There are currently no disabled members of staff and no persons requiring assistance.

V - Testing and Maintenance

V1

Are all fire safety provisions for the building (AFD, Emergency Lighting, sprinklers etc.) routinely tested and maintained?

Yes

Policy Principle: 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.

W - Records

1 action

W1

1 action

Is all routine testing and staff training including fire drills suitably recorded and available for inspection?

Unknown

It was not possible to establish the date of the last fire evacuation drill as records were not available at the time of assessment.

Open | Priority Low | Due 2 Sep 2024 12:53 PM BST | Created by Adrian Gallimore

W1

Management should ensure that there is a fire evacuation drill in line with company policy and that adequate records are maintained.

Action/Recommendation Required?

Yes

Action Priority:

Low - 12 Months

X - Premises Information Box

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?

N/A

No Premises Information Box installed.

Policy Principle: Log book is kept on SharePoint with proposed specific QR code access.

Y - Engagement with Residents

Y1

Has all Fire Safety information & procedures been disseminated to the residents?

N/A

No residents present.

Z - Any Other Information

Z1

Are all issues deemed satisfactory? [1]

N/A

No further issues were identified at the time of assessment.

Z2

Are all issues deemed satisfactory? [2]

N/A

No further issues were identified at the time of assessment.

Risk Rating

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

Likelihood of Fire

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:

MEDIUM

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

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).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Potential Consequences of Fire

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:

MODERATE HARM

Potential Consequences of Fire

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant.

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.

Extreme harm: Significant potential for serious injury or death of one or more occupants likely to involve multiple fatalities.

Premises Risk Rating

Accordingly, it is considered that the risk to life from fire at these premises is:

MODERATE

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.)

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

TOLERABLE

Limitations Statement

Fire Risk Assessment – Limitations

The purpose of the fire risk assessment is solely to provide an assessment of the risk to life from fire, and, where appropriate, to make recommendations to reduce the risk to life from fire. This assessment does not address fire risks to property or business continuity.

Under Article 5(4) of the Regulatory Reform (Fire Safety) Order 2005 or other devolved equivalent regional legislation and relevant United Kingdom law, we have been appointed to provide advice to the Responsible Person only. We have no control over any part of the premises covered within this fire risk assessment, and we have no responsibility for undertaking any of the recommendations made. The assessment is intended to assist the Responsible Person to comply with their responsibilities under the Regulatory Reform (Fire Safety) Order 2005.

Any policy principles included within this Fire Risk Assessment have been provided by the responsible person or their representative and been added in good faith. We cannot take responsibility for the accuracy of the policy principles with regard to the client's internal policies, British Standards or codes of practice.

Any test certificates supplied as part of the Fire Risk Assessment process will be considered but we take no responsibility or liability whatsoever is accepted for the accuracy of such information supplied by others.

The findings of the fire risk assessment will be based upon the conditions found at the Premises at the time the assessment is to be carried out and on relevant information provided by the Responsible Person or others either prior to, during or after the Fire Risk Assessment of the premises.

We consider the External Wall System as part of the Fire Risk Assessment process, however, we take no responsibility for a fire risk appraisal of external wall construction on existing buildings and work to the guidance and limitations detailed in PAS 9980:2022 0.2 Fire risk assessments. Any information supplied to the Fire Risk Assessor is taken in good faith and we accept no responsibility for the accuracy of the information supplied.

No responsibility is accepted for any change in the conditions or circumstances prior after the Fire Risk Assessment has been undertaken.

It is stressed that the assessment should not be regarded as a structural survey for fire safety purposes as such a survey should only be entrusted to a qualified building surveyor. The Fire Risk Assessment did not involve destructive exposure (Unless specifically requested as part of a contractual arrangement), and therefore it is not always possible to survey less readily accessible areas. It is, therefore, necessary to rely on a degree of sampling and also reasonable assumptions and judgements.

All services or penetrations traversing fire resisting compartments are not confirmed as being sufficiently fire stopped with fire resisting material to the appropriate standard. If fire compartments\fire dampers\voids (ceilings, floors or other voids) are considered inaccessible for safety reasons or any other reason and cannot be physically accessed or are outside the visual range of the assessor, technical comment on these areas cannot be provided.

This fire risk assessment will not necessarily identify all minor fire-stopping issues that might exist within the building and should be considered to be a sample of fire compartmentation. Unless a full fire compartmentation survey is contractually included within the scope of the assessment. If there are reasons to suspect the fire resistance within the Premises has not been sufficiently maintained the responsibility to provide this technical information rests with the Responsible Person\duty holder.

This fire risk assessment will not necessarily identify all minor fire door issues that might exist within the building and should be considered a sample of fire doors. Unless a full fire door survey is contractually included within the scope of the assessment.

A full investigation of the design of heating, ventilation and air conditioning (HVAC) systems is outside the scope of this fire risk assessment.

Although reference in the report may be made to relevant British Standards, Codes of Practice and Guides the assessment will not, nor is it intended to, ensure compliance with any of the documents referred to in the assessment. However, deviations from generally accepted codes, standards and universally recognised good fire safety practice will be identified in the assessment.

Where an emergency escape lighting system is present, comments are based upon a visual assessment of the system coverage and condition, but no illuminance tests or verification of the installation to the relevant British Standards were carried out.

Where a fire alarm system is present, comments are based upon a visual assessment, but no audibility tests or verification of full compliance with the relevant British Standards were carried out.

Where manual firefighting equipment is present, comments are based upon a visual assessment, but no verification of full compliance with the relevant British Standards or codes of practice were carried out.

It is the expectation that any reference to the testing and maintenance of passive or active fire protection systems within the premises are undertaken to the relevant current British Standards, Codes of Practice and Guides it is the responsible person's duty to ensure this is undertaken.

There will be a brief review of procedures at the time of this fire risk assessment. An in-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated in the contract.

The report will highlight the Significant Findings (Split into Recommendations and Action(s)) that the Fire Risk Assessor found at the time of the assessment.

It is the responsibility of the Responsible Person to ensure that any deficiencies found during the assessment and subsequently reported to the Responsible Person, by the report or other means, are their responsibility to rectify to a satisfactory standard to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005.

It is wholly the responsibility of the Responsible Person and/or their agent to implement and maintain the Fire Precautions at the Premises to a satisfactory standard and condition to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Failure to address and/or rectify any deficiencies mentioned in the report may result in serious harm, injury and or death to any relative person, employee, visitor, you or any other person in, on, within or without the perimeter of the Premises.

Failure to address any of the deficiencies highlighted in the report may be considered to be a breach of the Regulatory Reform (Fire Safety) Order 2005 and may result in prosecution by the enforcing authority.

Responsibility for the ongoing management of the Premises and even, if necessary, the decision to allow the Premises to be used for their present purpose, and in the current condition remains with the Responsible Person.

Responsibility for management procedures regarding, evacuation management, and maintenance of firefighting equipment, Fire alarms systems, emergency escape lighting, and any other emergency-related provisions remains a duty of the responsible person, not the fire risk assessor as this is not within their control.

Any faults or deficiencies in any emergency emergency-related staffing levels and/or staff training are the responsibility of the Responsible Person and/or the duty holder.

Portable or moveable items and items brought into the Premises are the responsibility of the Responsible Person and/or the duty holder.

It is recommended that the Assessment is reviewed annually or when there is a significant change, material alteration, change in the use of the Premises, a change in working practices, or following any incident, including fire, which may affect the Fire Precautions of the Premises.

The circumstances of the Premises may change over time and with use and/or occupancy, therefore, failure to review the fire risk assessment by the date indicated may mean that the fire risk assessment is no longer valid.

This Fire Risk Assessment is not a Health and Safety Report. A Health and Safety review should be conducted to ensure compliance with the Health and Safety at Work Act 1974.

Compliance with all other legislation is the responsibility of the Responsible Person. We accept no responsibility for loss, damage or other liability arising from a fire, loss and/or injury due to the failure to observe the safety, observance and practises identified in the Assessment

The Responsible Person will always remain responsible for the outcome of the Fire Risk

Assessment and/or its review. This includes the accuracy of details contained within this report.

By signing for, by payment for services or acknowledgement of receipt of the report you accept full responsibility and accountability for implementing the findings of the report.



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 the 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 and Address of Certified Organisation	Pennington Choices Limited
Part 1b - BAFE Registration Number of Issuing Certified Organisation	102119
Part 1c - SSAIB 3rd Party Certificate Number	CHES077
Part 2 - Name of Client	Futures Housing Group
Part 3a - Address of premises for which the Fire Risk Assessment was carried out	Office The Ropewalk: DE75 7BL
Part 3b - Part or parts of the premises to which the Fire Risk Assessment applies	The premises is open plan
Part 4 - Brief description of the scope and purpose of the Fire Risk Assessment	Life Safety (as agreed spec)
Part 4b - Limitations of FRA	See Limitations Statement
Part 5 - Effective Date of the Fire Risk Assessment	2 Sep 2023
Part 6 - Recommended Date for Reassessment of the premises	2 Sep 2025
Part 7 - Unique Reference Number of this Certificate (Job Number)	173543

Signed for on behalf of the Issuing Certified Organisation

James Hutton



Dated:

2 Sep 2023

SSAIB, 7-9 Earsdon Road, West Monkseaton, Whitley Bay, Tyne & Wear. NE25 9SX

BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire, GL56 0RH
01608 653 350 | info@bafes.org.uk | www.bafes.org.uk

Media summary



Photo 1

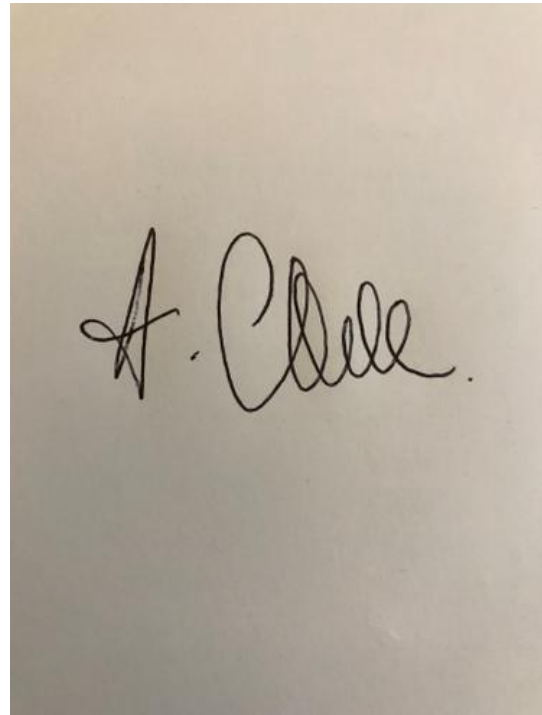


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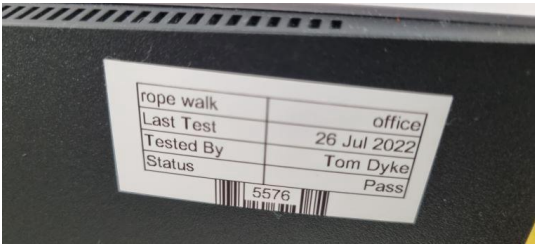


Photo 3



Photo 4



Photo 5

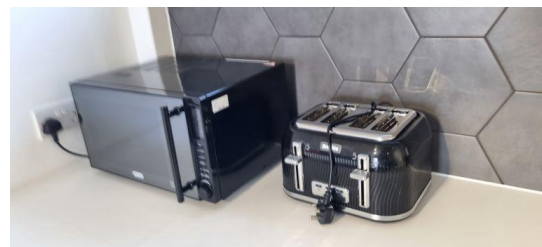


Photo 6



Photo 7



Photo 8



Photo 9

TEST:	PAISS	METER TYPE:	STANDARD	METER LOCATION:	EXTERNAL
M Plant	DATE:	07/09/2022	FORM ID:	820889 / 07982022/1537	
na	Other	v1.00	Page 1 of 1		

DO NOT OBSTRUCT VENTILATION

Photo 10



Photo 11



Photo 12



Photo 13



Photo 14



Photo 15



Photo 16



Photo 17



Photo 18



Photo 19



Photo 20

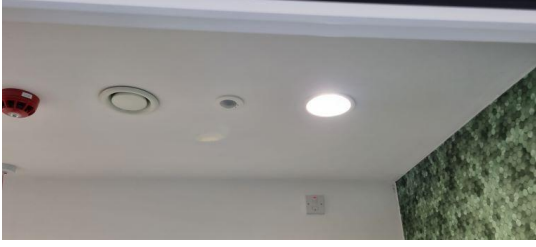


Photo 21



Photo 22



Photo 23

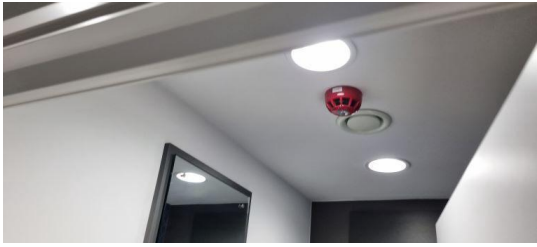


Photo 24



Photo 25



Photo 26



Photo 27



Photo 28



Photo 29



Photo 30



Photo 31



Photo 32



Photo 33



Photo 34



Photo 35



Photo 36



Photo 37



Photo 38



Photo 39



Photo 40



Photo 41



Photo 42



Photo 43

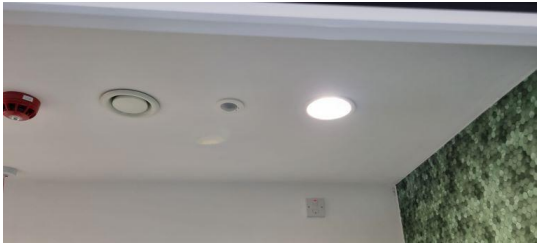


Photo 44



Photo 45

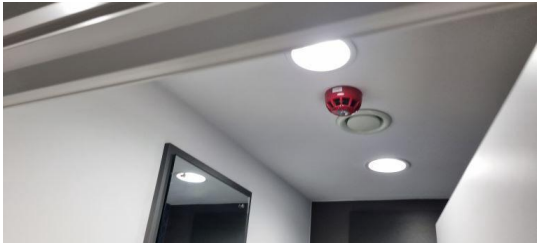


Photo 46



Photo 47



Photo 48



Photo 49



Photo 50



Photo 51



Photo 52



Photo 53



Photo 54



Photo 55