

Futures Fire Risk Assessment

Futures Homescape, Connaugh Court Office (Ground Floor CBC): DE55 7EJ , -
UPRN: OF|01099|0000 / 173540 / QA Approved / Andy Cloke

Complete

Flagged items	2	Actions	12
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SITE NAME:

Futures Homescape, Connaugh Court Office (Ground Floor CBC): DE55 7EJ , - UPRN: OF|01099|0000, Fire Risk Assessments, Futures Homescape

PROPERTY IMAGE



Photo 1

UPRN: OF|01099|0000

JOB NUMBER: 173540

FRA COMPLETED BY: Pennington Choices Limited

FIRE RISK ASSESSOR NAME: Adrian Gallimore

INSPECTION DATE: 6 Mar 2024

REPORT STATUS: QA Approved

REASSESSMENT PRIORITY: Medium - 2 Years

VALID TO: (QA Use Only) 7 Mar 2026

VALIDATION DATE: (QA Use Only) 7 Mar 2024

VALIDATED BY: (QA Use Only) Andy Cloke

VALIDATOR'S SIGNATURE: (QA Use Only)

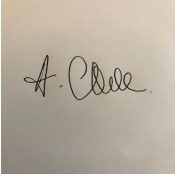


Photo 2

Flagged items & Actions

2 flagged, 12 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

12 actions

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 pin outlets)?

Assessor Findings

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 | 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 / B - Smoking Policies / B2

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

Assessor Findings

There was no evidence of illicit smoking at the time of assessment. Staff are aware that they cannot smoke in the workplace. There is no signage displayed.

Open | Priority: Low | Due: 7 Mar 2025 12:16 PM GMT | Created by: Adrian Gallimore

B2

Management should display signage at the point of entry to state 'It is against the law to smoke on these premises'.

Detailed Risk Assessment Part 2 / D - Portable Heaters and Installations / D1

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

Assessor Findings

There is central heating fitted however a portable electric fan heater is used to provide additional heat during inclement weather. The fan heater is subject to annual PAT testing.

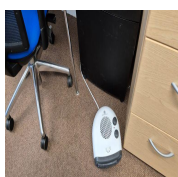


Photo 7

Open | Created by: Adrian Gallimore

D1

Management are advised to remove the fan heater and replace it with an electrical oil filled radiator.

Detailed Risk Assessment Part 2 / E - Cooking / E1

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

Assessor Findings

There is a small kitchenette with kettle and microwave only. Kitchen equipment is subject to annual PAT testing. Items were identified on top of the microwave.

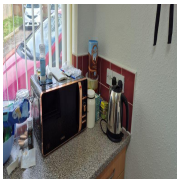


Photo 8

Open | Priority: High | Due: 7 Apr 2024 12:24 PM BST | Created by: Adrian Gallimore

E1

Management should ensure that items are removed from on top of the microwave.

Detailed Risk Assessment Part 2 / F - Lightning / F1

Does the building have a lightning protection system?

Assessor Findings

FHG policy principle confirms that no lightning protection is installed.

Open | Created by: Adrian Gallimore

F1

It is PCL recommendation that advice is sought from a competent person to determine whether lightning protection is required or not for the building in accordance with BS EN 62305-2:2012.

Detailed Risk Assessment Part 2 / N - Emergency Lighting / N2

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

Assessor Findings

There is no external emergency lighting installed. It was not possible to establish if borrowed lighting is sufficient as the assessment was completed during daylight hours.



Photo 15



Photo 16

Open | Created by: Adrian Gallimore

N2

Management should consider installing external emergency lighting to exits.

Detailed Risk Assessment Part 2 / 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)

Assessor Findings

Exit signage is displayed above exit doors. There is no Fire Action Notice displayed.

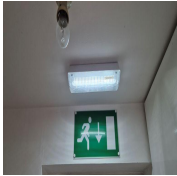


Photo 17

Open | Priority: Low | Due: 7 Mar 2025 12:39 PM GMT | Created by: Adrian Gallimore

O1

Management should install a Fire Action notice detailing the appropriate action to take in the event of an emergency and evacuation muster point.

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

Is compartmentation maintained in the roof space?

Assessor finding

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

Open | Priority: Medium | Due: 7 Jun 2024 12:50 PM BST | Created by: Adrian Gallimore

Q4

Management should inspect the roof space to ensure that compartmentation is adequate / maintained.

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 | 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 / T3

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

Assessor Findings

There is no FHG fire procedure or FAN displayed (see O1).

Open | Priority: Low | Due: 7 Mar 2025 12:58 PM GMT | Created by: Adrian Gallimore

T3

Management should ensure that an appropriate FHG procedure is displayed.

Detailed Risk Assessment Part 2 / U - Training / U2

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

Assessor Findings

It was not possible to establish if staff receive specific fire marshal training.

Open | Priority: Low | Due: 7 Mar 2025 1:03 PM GMT | Created by: Adrian Gallimore

U2

Management should ensure that there are appropriately trained fire marshals. Any training should account 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?

Assessor Findings

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

Open | Priority: Low | Due: 7 Mar 2025 1:06 PM GMT | Created by: Adrian Gallimore

W1

Management should ensure that is a least one fire drill per year and that adequate records are maintained.

Detailed Risk Assessment Part 1

1. General Information

1.1 FRA Type: Type 1 (Non-Destructive)

1.2 Property Type: Converted Bungalow

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 premises is an office building.

1.7 Ground Floor Area (m2): 49

1.8 Total Area of all Floors (m2) 49

1.9 Building Description:

The building is a converted bungalow dwelling to a 'Touchdown' office for FHG staff. The entrance leads to a communal office with a store room / kitchenette leading off. There is a small rear hallway with WC. There are two exits which are via the front entrance and door to the side of the premise. The office is adjoined to Connaught Court laundry and a semi-detached residential bungalow.

1.10 Building Construction:

Brick built with pitched tiled roof. Internal walls and ceilings are emulsion painted plastered. The floor is solid.

1.11 Extent of common areas:

Communal office, side store room / kitchenette and toilet.

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

All of the premise was accessible at the time of assessment.

1.13 If applicable, state which flats were sample inspected:

N/A - The premise is a 'Touchdown' office with no flats.

2. The Occupants

2.1 Management Extent Managed Building - Manager or Senior Staff Onsite Regularly

2.2 Details of any onsite Management

The premise is a 'Touchdown' office that is used as and when staff are in the area with up to 4 persons on

site.

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)

Refer to 2.2

2.6 Approximate maximum number of employees at any one time

Refer to 2.2

2.7 Number of members of the public (maximum estimated)

Low numbers expected.

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 are currently no disabled or non-ambulant persons on site. There is a process to develop PEEPS with FHG HR should the need arise in future. The office operates during normal office hours only with no sleeping occupants. Members of staff confirmed that lone working is unlikely.

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)

The Smoke Free (Premises & Enforcement) Regulations 2006

The premises is a workplace and as such The Health & Safety at Work Act and regulation made under the act will apply.

3.4 The other legislation referred to above is enforced by

Local Governing Authority.

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. There was no evidence of fire loss or damage at the time of the assessment.

Detailed Risk Assessment Part 2

12 actions

A - Electrical Ignition Sources

1 action

A1

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

Assessor Finding

The label on the electrical consumer unit confirms that the fixed electric were last tested in January 2020.



Photo 3

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

Is PAT testing in common areas carried out?

Assessor Findings

Labels on portable electrical equipment confirm that PAT testing was last carried out in April 2023.



Photo 4



Photo 5

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.

A3

1 action

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

Assessor Findings

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 | 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?	Assessor observed appropriate use of trailing lead and or adaptors, no hazard identified.
A5	
Are there any PV cells installed and do they have the appropriate isolation systems and signage to assist the fire and rescue service?	No Photovoltaic, (PV), cells were identified at this address.
B - Smoking Policies	1 action
B1	
Are there suitable arrangements to prevent fire as a result from smoking?	In line with current UK legislation, no smoking is permitted in the common or landlord controlled areas. Resident must either smoke within their own flat, or outside of the block.
Policy Principle: No smoking policy in all communal areas- signage displayed.	
B2	1 action
Is the policy being adhered to and are "No smoking" signs provided in the common areas?	Assessor Findings
There was no evidence of illicit smoking at the time of assessment. Staff are aware that they cannot smoke in the workplace. There is no signage displayed.	
Open Priority: Low Due: 7 Mar 2025 12:16 PM GMT Created by: Adrian Gallimore	
B2	
Management should display signage at the point of entry to state 'It is against the law to smoke on these premises'.	
Action/Recommendation Required?	Yes
Action Priority:	Low - 12 Months
C - Arson	

C1

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

Assessor findings

The front door is fitted with a key and only accessible by FHG staff.



Photo 6

C2

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

Assessor Finding

Waste bins are emptied on a regular basis by cleaners.

D - Portable Heaters and Installations

1 action

D1

1 action

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

Assessor Findings

There is central heating fitted however a portable electric fan heater is used to provide additional heat during inclement weather. The fan heater is subject to annual PAT testing.

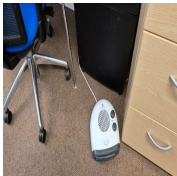


Photo 7

Open | Created by: Adrian Gallimore

D1

Management are advised to remove the fan heater and replace it with an electrical oil filled radiator.

Action/Recommendation Required?

Yes

Action Priority:

Recommendation - No Timescale

D2

Are fixed heating systems maintained annually?

See Policy Principle

Heating to the property is provided by a domestic gas boiler that is located within the adjacent laundry.

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

E - Cooking

1 action

E1

1 action

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

Assessor Findings

There is a small kitchenette with kettle and microwave only. Kitchen equipment is subject to annual PAT testing. Items were identified on top of the microwave.

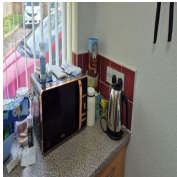


Photo 8

Open | Priority: High | Due: 7 Apr 2024 12:24 PM BST | Created by: Adrian Gallimore

E1

Management should ensure that items are removed from on top of the microwave.

Action/Recommendation Required?

Yes

Action Priority:

High - 1 Month

F - Lightning

1 action

F1

1 action

Does the building have a lightning protection system?

Assessor Findings

FHG policy principle confirms that no lightning protection is installed.

Open | Created by: Adrian Gallimore

F1

It is PCL recommendation that advice is sought from a competent person to determine whether lightning protection is required or not for the building in accordance with BS EN 62305-2:2012.

Policy Principle: No lightning protection policy in place

Action/Recommendation Required?

Yes

Action Priority:

Recommendation - No Timescale

G - Housekeeping

G1

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

Assessor Findings

Some combustible items were stored on top of the microwave. Refer to E1.

G2

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

At the time of this assessment the escape routes were clear.

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"?

Assessor Findings

No mobility scooters present.

H - Hazards Introduced by Contractors

H1

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

See Principle Policy

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.

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?

No hazardous materials were found to be stored on the premises at the time of this assessment.

J - Other Significant Hazards

J1

Are all issues deemed satisfactory? [1]

No issues to report

J2

Are all issues deemed satisfactory? [2]

No issues to report

K - Means of Escape

K1

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

The means of escape appears to be adequate from all areas.

K2

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

Assessor Findings

Fire resisting construction appeared of a suitable standard and maintained in sound condition.

K3

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

The exits provided are adequate for the maximum number of persons ever likely to need them to escape from a fire, taking into account the evacuation strategy in place for the building.

K4

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

The final exit doors are provided with appropriate panic hardware (push pad or push bar)

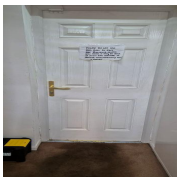


Photo 9

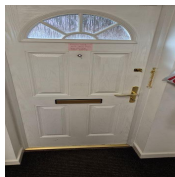


Photo 10

K5

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

The final exit door opens against the direction of travel. However, taking into consideration the maximum number of persons ever likely to need to use this door to escape from a fire, this is considered acceptable.

K6

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

The travel distances from all areas are within the maximum distances recommended in national guidance.

K7

Are there suitable precautions for all inner rooms?

There are no inner rooms in the communal or landlord only parts at this address.

K8	
Are escape routes separated where appropriate?	Assessor Findings
Not required.	
K9	
Are corridors sub-divided where appropriate?	The corridors do not require sub dividing
K10	
Do escape routes lead to a place of safety?	All escape routes lead to places of, "Ultimate Safety".
K11	
Are the stairs and/or lobbies provided with adequate ventilation? (If considered satisfactory, please state provision)	Assessor Findings
The premise is a ground floor office with opening doors and windows.	
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?	There are no other issues that could affect the means of escape, for example plastic conduit/loose cables not secured by fire rated fastening.
L - Flat Entrance Doors	
L1	
Are the sample inspection flat entrance door or doors in good condition and appropriately fire rated?	Assessor Findings
The premise is an office with no flats.	
M - Common Area Fire Doors	
M1	
Are all common area fire door and frames in good condition and appropriately fire rated?	No Common area fire doors in the premises
N - Emergency Lighting	
N1	
If emergency lighting is provided, is the coverage sufficient and in good repair? (Internal and external)	Emergency lighting is provided throughout the escape routes and the coverage is sufficient. it

appears to be in accordance with BS 5266 Pt 1 2016 (See limitations statement)

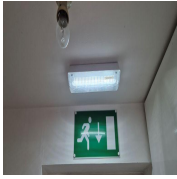


Photo 11



Photo 12

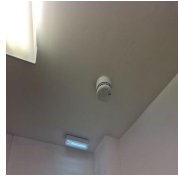


Photo 13

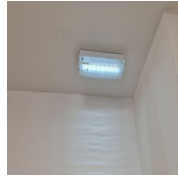


Photo 14

N2

1 action

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

Assessor Findings

There is no external emergency lighting installed. It was not possible to establish if borrowed lighting is sufficient as the assessment was completed during daylight hours.



Photo 15



Photo 16

Open | Created by: Adrian Gallimore

N2

Management should consider installing external emergency lighting to exits.

Action/Recommendation Required?

Yes

Action Priority:

Recommendation - No Timescale

O - Fire Safety Signs and Notices

1 action

O1

1 action

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)

Assessor Findings

Exit signage is displayed above exit doors. There is no Fire Action Notice displayed.

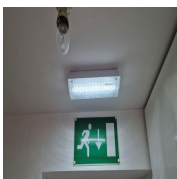


Photo 17

Open | Priority: Low | Due: 7 Mar 2025 12:39 PM GMT | Created by: Adrian Gallimore

O1

Management should install a Fire Action notice detailing the appropriate action to take in the event of an emergency and evacuation muster point.

Action/Recommendation Required?

Yes

Action Priority:

Low - 12 Months

O2

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

Wayfinding signage is not required

P - Means of Giving Warning in Case of Fire

P1

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

Assessor Findings

There is no manual alarm system installed however, hard wired smoke and heat detection is installed to all areas.



Photo 18

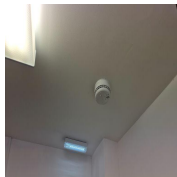


Photo 19



Photo 20

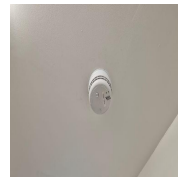


Photo 21

P2

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

Assessor Findings

AFD is adequate.

P3

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

Assessor Findings

AFD is installed.

P4

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

See P1 and P2

P5

Where appropriate, has a fire alarm zone plan been

Assessor Findings

provided?

There is no manual alarm system installed. AFD only is installed and a zone plan is not required.

P6

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

Assessor Findings

Members of staff are present during normal office hours who are able to contact FHG maintenance staff to silence smoke / heat detection activations.

P7

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

Assessor Findings

The premise is an office building with no dwellings.

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?

Assessor Finding

This is an office building.

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?

From Visual observation the compartmentation appears adequate. (see limitations statement)

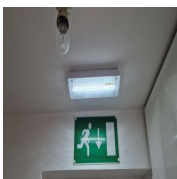


Photo 22



Photo 23



Photo 24

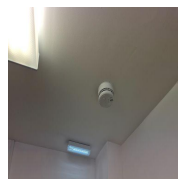


Photo 25



Photo 26

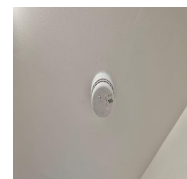


Photo 27

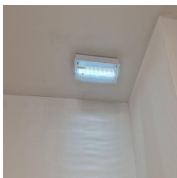


Photo 28

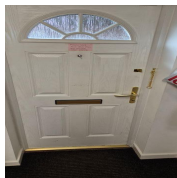


Photo 29



Photo 30

Q2

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

During this assessment no voids were noted, see limitations statement.

Q3

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

No risers/ducts were installed in the building, see limitations statement.

Q4

1 action

Is compartmentation maintained in the roof space?

Assessor finding

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

Open | Priority: Medium | Due: 7 Jun 2024 12:50 PM BST | Created by: Adrian Gallimore

Q4

Management should inspect the roof space to ensure that compartmentation is adequate / maintained.

Action/Recommendation Required?

Yes

Action Priority:

Medium - 3 Months

Q5

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

Assessor Findings

The electrical consumer unit is located within a cupboard to the rear and is not required to be enclosed.

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?

There are no ventilation systems in the communal areas at this block.

Q7

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

It was not possible to confirm the FR of wall and ceiling linings. However, the existing finishes are in reasonable condition and do not appear to present a significant risk to fire spread or safe escape.

Q8

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

Assessor Findings

There are no soft furnishings. The office furniture within the office was in good condition with no issues identified.

Q9

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

The premises does not have any external balconies, cladding or materials which may promote external fire spread.

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?

No not required

Q11

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

N/A

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

Q13

Are all other fire spread/compartmentation issues satisfactory?

No other issues noted at the time of this assessment.

R - Fire Extinguishing Appliances

R1

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

Taking into account the fire risks present on the premises, the provision of PFEE is considered adequate.

A 27A Foam unit and 2 x 2KG CO2 units and a fire blanket are provided. Extinguishers are maintained under service contract by Harmony. The last service were completed 07 and 09 2023.

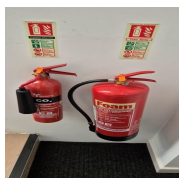


Photo 31



Photo 32

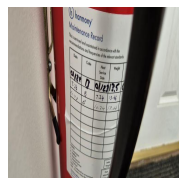


Photo 33



Photo 34

S - Relevant Automatic Fire Extinguishing Systems

S1

Are there any automatic fire suppressant systems on site?

No sprinkler system is provided or required at this address.

S2

Are there any fixed fire fighting mains within the premises?

No DRM is provided or required at this address.

S3

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

N/A

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 | 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

1 action

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

Assessor Findings

There is no FHG fire procedure or FAN displayed (see O1).

Open | Priority: Low | Due: 7 Mar 2025 12:58 PM GMT | Created by: Adrian Gallimore

T3

Management should ensure that an appropriate FHG procedure is displayed.

Action/Recommendation Required?

Yes

Action Priority:

Low - 12 Months

T4

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

On site staff will call the Fire and Rescue Service

T5

Are there suitable fire assembly points away from any risk?

Assessor Findings

There is no FAN displayed to detail a fire assembly point. See O1.

T6

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

Assessor Findings

There are currently no disabled persons present within the office. There is a process in place to develop PEEPS in liaison with FHG HR Department should the need arise in future.

T7

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

Assessor Findings

FHG staff complete training on an online portal which staff confirmed includes fire extinguisher training. Records were not seen at the time of assessment.

T8

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

Assessor Findings

Refer to U2.

U - Training

1 action

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)

See Policy Principle

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

1 action

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

Assessor Findings

It was not possible to establish if staff receive specific fire marshal training.

Open | Priority: Low | Due: 7 Mar 2025 1:03 PM GMT | Created by: Adrian Gallimore

U2

Management should ensure that there are appropriately trained fire marshals. Any training should account for holidays and sickness absence.

Action/Recommendation Required?

Yes

Action Priority:

Low - 12 Months

V - Testing and Maintenance

V1

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

See Principle Policy

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?

Assessor Findings

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

Open | Priority: Low | Due: 7 Mar 2025 1:06 PM GMT | Created by: Adrian Gallimore

W1

Management should ensure that is a least one fire drill per year 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?

No PIB required for this type of premises.

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?

Assessor Findings

The premise is an office block with no residents.

Z - Any Other Information

Z1

Are all issues deemed satisfactory? [1]

N/A

No further issues were identified.

Z2

Are all issues deemed satisfactory? [2]

N/A

No further issues were identified.

Assessment Risk Ratings

2 flagged

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

1 flagged

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	Connaugh Court Office (Ground Floor CBC): DE55 7EJ
Part 3b - Part or parts of the premises to which the Fire Risk Assessment applies	Communal office, side store room / kitchenette and toilet.
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	7 Mar 2024
Part 6 - Recommended Date for Reassessment of the premises	7 Mar 2026
Part 7 - Unique Reference Number of this Certificate (Job Number)	173540

Signed for on behalf of the Issuing Certified Organisation

James Hutton



Dated:

7 Mar 2024

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

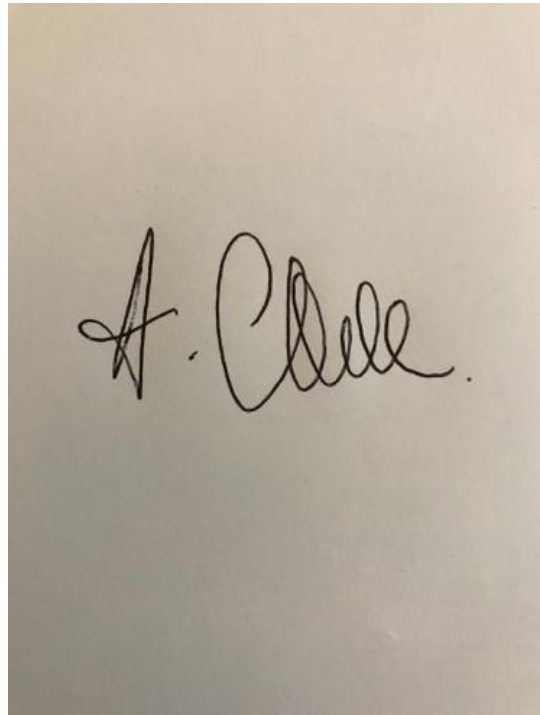


Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7

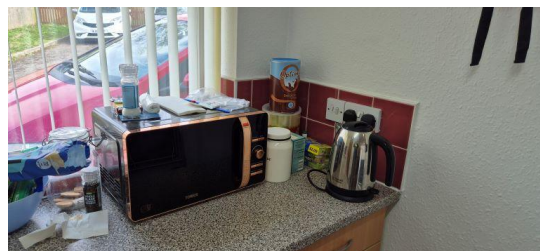


Photo 8



Photo 9



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

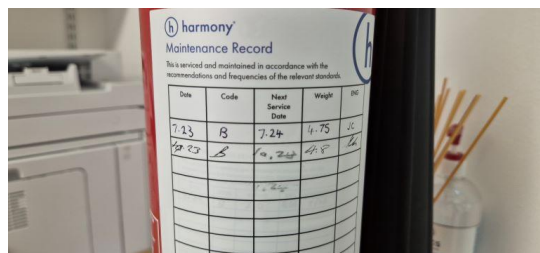


Photo 32

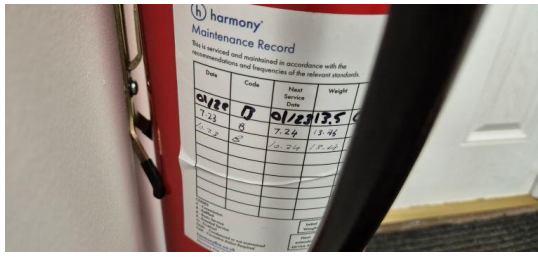


Photo 33



Photo 34