

# FIRE RISK ASSESSMENT

PROPERTY ASSESSED:  
24 - 34 Howard Close, Daventry  
Daventry  
Daventry

NN11 4TD



**UPRN:** 2020001

**Inspection Date:** 29/08/2022

**Validation Date:** 27/09/2022

**Valid to:** 27/09/2024

**FRA completed by:** Pennington Choices

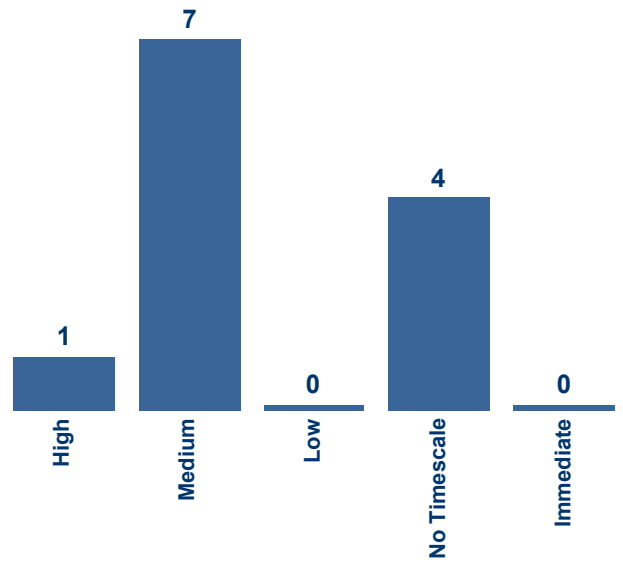
**FRA Completed For:** Futures



**FRA Risk Rating: Moderate**



**FRA Action Count by Priority**



### FRA Action by Type

**Recommendations: 4**

**Actions: 8**

**Premises Risk Rating: Moderate**


**Reassessment Priority: Medium - 2 Years**

**Recommended evacuation strategy for this building is: Stay Put**

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

## FRA - Summary

Responsible Person	CEO Futures
Property Designation	General needs
Management Extent	Partially Managed Building - Manager or Senior Staff not onsite regularly
No of Floors	3
No of Flats (if applicable)	6
Ground floor Area (m2)	80
Total Area of all floors (m2)	240

FRA Completed By:	Gary Broadhurst
FRA Type:	Type 1
QA Validation Date:	27/09/2022
QA Carried Out By:	Will Ward
Validator's Signature:	

High

1

Ref.	Category	Priority	Complete By
Q7	Measures To Limit Fire Spread And Development	High	27/Oct/2022


Finding/Observation	Action/Recommendation
Walls and surface finishing's appeared to comply with non-flammable materials however the ceiling in the entrance lobby has wooden boarding which is likely to assist in rapid fire spread	The ceiling surface should be inspected by a qualified surveyor with a view to removing the material that is flammable, and replacing it with a suitable non-flammable material

Image: Q71



Medium

7

Ref.	Category	Priority	Complete By
G2	House-Keeping	Medium	26/Dec/2022
<b>Finding/Observation</b>		<b>Action/Recommendation</b>	
<p>All common area escape routes including the stairs were generally clear of items although some minor items had been left outside flat 30. A loose mat has been placed at the base of the stairs.</p>		<p>Management to ensure combustible items and trip hazards noted are removed from the common area/means of escape and the area kept clear</p>	
<p><b>Image: G21</b></p> 			


Ref.	Category	Priority	Complete By
H1	Hazards Introduced By Contractors	Medium	26/Dec/2022
<b>Finding/Observation</b>		<b>Action/Recommendation</b>	
<p>Evidence was not available to confirm there is satisfactory control over works carried out in the building by contractors (e.g. hot work permits).</p>		<p>A documented procedure is recommended for ensuring all contractors are controlled on site and only operate within approved industry standards. This should include a permit to work and a hot work permit procedure where appropriate. All contractors should be advised of the emergency procedures and hazardous areas.</p>	


# Findings & Actions Summary


Ref.	Category	Priority	Complete By
L1	Flat Entrance Doors	Medium	26/Dec/2022
<b>Finding/Observation</b>		<b>Action/Recommendation</b>	
The flat entrance doors all appeared in good condition and newly installed however different types are in use no access was provided to check the doors internally. See K2		The flat entrance doors should be surveyed to ensure they will provide the required fire separation in support of an initial stay put policy	

Ref.	Category	Priority	Complete By
P7	Means Of Giving Warning In Case Of Fire	Medium	26/Dec/2022
<b>Finding/Observation</b>		<b>Action/Recommendation</b>	
No flats were accessed to establish what fire detection is provided inside		A category LD3 system should be considered the minimum in all circumstances". However, BS 5839-6:2019 states that "heat detectors should be installed in every kitchen. A smoke detector should be installed in the principal habitable room. Where more than one room might be used as the principal habitable room, a smoke detector should be installed in each of these rooms". It is recommended that each flat is checked to confirm that BS5839-6:2019 Grade D, LD2 detection is fitted.	

# Findings & Actions Summary

Ref.	Category	Priority	Complete By
Q4	Measures To Limit Fire Spread And Development	Medium	26/Dec/2022
<b>Finding/Observation</b>		<b>Action/Recommendation</b>	
No access to the roof space is provided although the loft hatch was closed		Management to check compartmentation within the roof space over the common area	
<p><b>Image: Q41</b></p> 			

Ref.	Category	Priority	Complete By
Q5	Measures To Limit Fire Spread And Development	Medium	26/Dec/2022
<b>Finding/Observation</b>		<b>Action/Recommendation</b>	
One meter box had been left open		The meter boxes should be inspected by a qualified surveyor to ensure they will provide the required fire separation between escape route and flats	
<p><b>Image: Q51</b></p> 			

Ref.	Category	Priority	Complete By
V1	Testing And Maintenance	Medium	26/Dec/2022
<b>Finding/Observation</b>		<b>Action/Recommendation</b>	
All fire safety provisions require testing in accordance with the relevant guides or standards		The emergency exit push to release buttons must be tested and recorded in accordance with BS7273-4:2015 The fireman's switch must be tested and maintained in accordance with BS 7671	
<p><b>Image: V11</b></p> 			

## No Timescale

4

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

Ref.	Category	Priority	Complete By
Q6	Measures To Limit Fire Spread And Development	No Timescale	
<b>Finding/Observation</b>		<b>Action/Recommendation</b>	
No evidence is kept for inspection on site.		Management should confirm that where and if required fire dampers are provided as required	

Ref.	Category	Priority	Complete By
T6	Procedures And Arrangements	No Timescale	
<b>Finding/Observation</b>		<b>Action/Recommendation</b>	
Unable to confirm at the time of the assessment		Person Centered Fire Risk Assessments should be carried out on all tenants in general needs property, when required, and should be reviewed on an annual basis.	

# Findings & Actions Summary

Ref.	Category	Priority	Complete By
Y1	Engagement With Residents	No Timescale	
Finding/Observation		Action/Recommendation	
Unknown.		Ensure residents are informed of all relevant fire safety matters using different formats including letters, posters, social media etc	



Reassessment Priority	Medium - 2 Years
Responsible Person	CEO Futures
BAFE Cert	CHES077

## General Information

UPRN	2020001
Address	24 - 34 Howard Close, Daventry Daventry Daventry
Postcode	NN11 4TD
Fire Risk Assessor	Gary Broadhurst
Date of Inspection	29/08/2022
Checked by	Will Ward
Reassessment Date	29/08/2024

## General Information

Property Designation	General needs
Property Type	Purpose built block of flats
No of Floors	3
No of Flats (if applicable)	6
Ground floor area (m2)	80
Total area of all floors	240
Building Description	<p>24-34 Howard Close. The purpose-built 3 storey block of flats is set within a large housing estate</p> <p>The property has two exit doors on the ground floor, one is the main entrance door with keypad entry, and overhead self-closing device and push to release button and the rear door has a push pad to release</p> <p>A fireman's door override switch is provided on the front wall</p> <p>Two flats are provided on each floor level, and the ground floor and first floors are lobbied with a 30-minute fire door and Georgian wired side glazed panels</p> <p>The flats are provided with different types of fire doors which were all in good condition based on visual inspection however no access was provided inside the apartments to establish if the domestic fire alarm system is adequate, and the fire doors are compliant</p> <p>It is recommended that the flat entrance and corridor separating doors are further inspected by a qualified surveyor to ensure they are fit for purpose</p> <p>The windows on the stairs can be opened to provide fresh air and ventilation, and waste bins are stored outside in the yard</p> <p>The escape routes including the stairs were generally clear of obstruction although some minor items had been left outside number 30</p>

	<p>The property is not provided with a fire detection and warning system in the common areas as the evacuation strategy is simultaneous evacuation</p> <p>There is no provision of firefighting equipment, and signage appeared suitable for the property and end users which included, general fire action notices, no smoking signs and fire action notices</p> <p>Emergency lights are provided which cover all escape routes and are identified by green LED</p> <p>No access was provided into flats</p> <p>Overall, the property appeared well kept, and clean and tidy</p>
Building Construction	Traditional construction of brick with multi pitched and tiled roof
Extent of common areas	Stairs and landings
Areas of the building to which access was not available	roof space, cupboard and apartments
If applicable state which flats were sample inspected	None

## 1. The Occupants

Ref.	Question	Policy Principles
10	Management Extent	
<b>Answer</b>		<b>Finding/Observation</b>
Partially Managed Building - Manager or Senior Staff not onsite regularly		

Ref.	Question	Policy Principles
11	Details of any onsite management (hours onsite etc.)	
<b>Answer</b>		<b>Finding/Observation</b>
Unknown.		

Ref.	Question	Policy Principles
12	Person managing fire safety in premises	
<b>Answer</b>		<b>Finding/Observation</b>
Shared responsibilities between Future and residents when occupied.		

Ref.	Question	Policy Principles
13	Person consulted during the fire risk assessment	
<b>Answer</b>		<b>Finding/Observation</b>
No one		

Ref.	Question	Policy Principles
14	Number of occupants (maximum estimated)	
<b>Answer</b>		<b>Finding/Observation</b>
18		

Ref.	Question	Policy Principles
15	Approximate maximum number of employees at any one time	
<b>Answer</b>		<b>Finding/Observation</b>
1		

Ref.	Question	Policy Principles
16	Number of members of the public (maximum estimated)	
<b>Answer</b>		<b>Finding/Observation</b>
6		

Ref.	Question	Policy Principles
17	Identify any people who are especially at risk: <ul style="list-style-type: none"><li>- sleeping occupants</li><li>- disabled occupants</li><li>- occupants in remote areas and lone workers</li><li>- young persons</li><li>- others</li></ul>	
Answer		Finding/Observation
This is a "general needs" block of flats that will have sleeping occupants. It is conceivable that there may be young persons, the elderly and children within the flats as part of families who reside there. There may also be occupants with varying degrees of physical/mental impairment. In addition, lone workers may be present within common parts of the premises.		

## 2. Fire Safety Legislation

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

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

Ref.	Question	Policy Principles
23	Other key fire safety legislation (other than Building Regs 2000)	
<b>Answer</b>		<b>Finding/Observation</b>
Housing Act 2004		

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

Ref.	Question	Policy Principles
25	Guidance used as applicable to premises and occupation	
<b>Answer</b>		<b>Finding/Observation</b>
Home Office (September 2021) Fire Safety in Purpose Built Blocks		

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

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

## A. Electrical Ignition Sources

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


Ref.	Question	Policy Principles
A2	Is PAT testing in common areas carried out?	PAT testing is complete at the time of the visual inspection as mentioned above. All items in the communal areas will be tested.
<b>Answer</b>		<b>Finding/Observation</b>
N/A		There are no portable electrical items in the common areas.

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

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



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

## B. Smoking Policies

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

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

## C. Arson

Ref.	Question	Policy Principles
C1	Are premises secure against arson by outsiders? (Please state how)	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		The entrance door was locked and secure with electronic entry device and both doors are the front door is provided with push to release button and the rear door has a push pad
<b>Images</b>		
<p><b>Image: C11</b></p> 		<p><b>Image: C12</b></p> 

Ref.	Question	Policy Principles
C2	Are bins secured or fire loading stored in a suitable location? (Please state bin type, location, if and how it is secured)	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		Waste and recycling are stored outside

## D. Portable Heaters And Heating Installations

Ref.	Question	Policy Principles
D1	If used, is the use of portable heaters regarded as safe?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		
Ref.	Question	Policy Principles
D2	Are fixed heating systems maintained annually?	All Safety inspections carried out annually by qualified persons.
<b>Answer</b>		<b>Finding/Observation</b>
N/A		No heating is provided in the common areas.



## E. Cooking

Ref.	Question	Policy Principles
E1	Are reasonable measures in place to prevent fires as a result of cooking, including replacing filter(where necessary)?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		No cooking facilities within the communal areas.

## F. Lightning


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

## G. House-Keeping

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

Ref.	Question	Policy Principles
G2	Are the escape routes kept clear of items combustible materials or waste and free of any trip hazards?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		All common area escape routes including the stairs were generally clear of items although some minor items had been left outside flat 30. A loose mat has been placed at the base of the stairs.

Action/Recommendation	Priority	Due Date
Management to ensure combustible items and trip hazards noted are removed from the common area/means of escape and the area kept clear	Medium	26/Dec/2022

Images
<p><b>Image: G21</b></p> 

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

## H. Hazards Introduced By Contractors

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

## I. Dangerous Substances

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

## J. Other Significant Hazards

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

## K. Means Of Escape

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

Ref.	Question	Policy Principles
K2	Is the fire-resisting construction (including any glazing) protecting escape routes and staircases of a suitable standard and maintained in sound condition?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		The fire doors appeared in good solid condition based on external visual inspection however different types of doors are in use and no access was provided inside the flats and the doors and may not provide the required fire separation. Some apartments have visual panels next to the doors which are provided with Georgian wired glazing. see L1

### Images

Image: K21



Image: K22



Ref.	Question	Policy Principles
K3	Is there adequate provision of exits (including exit Widths) for the numbers who may be present?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		Two exits are provided on the ground floor

Ref.	Question	Policy Principles
K4	Are doors on escape routes easily opened? (and are sliding or revolving doors avoided?)	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		The main entrance and rear exit door are provided with suitable opening devices which worked as they should

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

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


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

Ref.	Question	Policy Principles
K8	Are escape routes separated where appropriate?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		The ground and first floor are lobbied with 30 minutes fire separation

Images	
<p><b>Image: K82</b></p> 	<p><b>Image: K81</b></p> 

Ref.	Question	Policy Principles
K9	Are corridors sub-divided where appropriate?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		See K8

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

Ref.	Question	Policy Principles
K11	Are the stairs and/or lobbies provided with adequate ventilation? (If considered satisfactory, please state provision)	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		The stairs are provided with opening windows
<b>Images</b>		
<p><b>Image: K111</b></p> 		

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

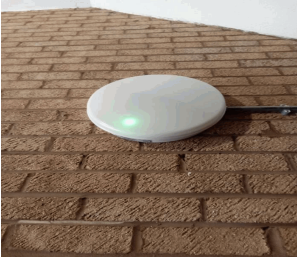
## L. Flat Entrance Doors

Ref.	Question	Policy Principles
L1	Are the sample inspection flat entrance door or doors in good condition and appropriately fire rated?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		The flat entrance doors all appeared in good condition and newly installed however different types are in use no access was provided to check the doors internally. See K2
<b>Action/Recommendation</b>		<b>Priority</b>
The flat entrance doors should be surveyed to ensure they will provide the required fire separation in support of an initial stay put policy		Medium
		<b>Due Date</b>
		26/Dec/2022

## M. Common Area Fire Doors


Ref.	Question	Policy Principles
M1	Are all common area fire door and frames in good condition and appropriately fire rated?	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		The common area doors include corridor separating doors which are all in good condition and provided with Georgian wired glazing at the side.

## N. Emergency Lighting

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

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

## O. Fire Safety Signs & Notices

Ref.	Question	Policy Principles
O1	Is there adequate provision of visible fire safety signs and notices? (Consider directional, exits, stairs, fire action notices, Fire door keep shut, fire equipment and 'do not use lift' signage)	
<b>Answer</b>		<b>Finding/Observation</b>
Yes		Signage was considered adequate and included, information, no smoking and fire action notices
<b>Images</b>		
<p><b>Image: O11</b></p> 		

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



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

Ref.	Question	Policy Principles
P1	Is a reasonable fire detection and fire alarm system provided in the common areas, where necessary?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		The building is not fitted with a fire detection system in the common areas as the evacuation strategy is initial stay put

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

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

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

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

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

Ref.	Question	Policy Principles	
P7	If applicable, is a separate domestic hard-wired smoke/heat alarm within the flats installed to a suitable standard?		
<b>Answer</b>		<b>Finding/Observation</b>	
Unknown		No flats were accessed to establish what fire detection is provided inside	
<b>Action/Recommendation</b>		<b>Priority</b>	<b>Due Date</b>
A category LD3 system should be considered the minimum in all circumstances". However, BS 5839-6:2019 states that "heat detectors should be installed in every kitchen. A smoke detector should be installed in the principal habitable room. Where more than one room might be used as the principal habitable room, a smoke detector should be installed in each of these rooms". It is recommended that each flat is checked to confirm that BS5839-6:2019 Grade D, LD2 detection is fitted.		Medium	26/Dec/2022

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

## Q. Measures To Limit Fire Spread And Development

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

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


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


Ref.	Question	Policy Principles
Q4	Is compartmentation maintained in the roof space?	
<b>Answer</b>		<b>Finding/Observation</b>
Unknown		No access to the roof space is provided although the loft hatch was closed

Action/Recommendation	Priority	Due Date
Management to check compartmentation within the roof space over the common area	Medium	26/Dec/2022

**Images**


**Image: Q41**



Ref.	Question	Policy Principles	
Q5	Are electrics, including embedded meters, enclosed in fire rated construction?		
<b>Answer</b>		<b>Finding/Observation</b>	
Unknown		One meter box had been left open	
<b>Action/Recommendation</b>		<b>Priority</b>	<b>Due Date</b>
The meter boxes should be inspected by a qualified surveyor to ensure they will provide the required fire separation between escape route and flats		Medium	26/Dec/2022
<b>Images</b>			
<p><b>Image: Q51</b></p> 			

Ref.	Question	Policy Principles	
Q6	As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire?		
<b>Answer</b>		<b>Finding/Observation</b>	
Unknown		No evidence is kept for inspection on site.	

Ref.	Question	Policy Principles	
Q7	Is there reasonable limitation of linings to escape routes that might promote fire spread?		
<b>Answer</b>		<b>Finding/Observation</b>	
No		Walls and surface finishing's appeared to comply with non-flammable materials however the ceiling in the entrance lobby has wooden boarding which is likely to assist in rapid fire spread	
<b>Action/Recommendation</b>		<b>Priority</b>	<b>Due Date</b>
The ceiling surface should be inspected by a qualified surveyor with a view to removing the material that is flammable, and replacing it with a suitable non-flammable material		High	27/Oct/2022
<b>Images</b>			

<p><b>Image: Q71</b></p> 			
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Ref.	Question	Policy Principles
Q8	Are soft furnishings in common areas appropriate to limit fire spread/growth?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		

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

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

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

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

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

## R. Fire Extinguishing Appliances

Ref.	Question	Policy Principles
R1	if required, is there reasonable provision of accessible portable fire extinguishers?	
<b>Answer</b>		<b>Finding/Observation</b>
N/A		Typically fire extinguishers are not provided within this type of property as residents are unlikely to have been appropriately trained.

## S. Relevant Automatic Fire Extinguishing Systems

Ref.	Question	Policy Principles
S1	Are there any automatic fire suppressant systems on site?	
<b>Answer</b>		<b>Finding/Observation</b>
No		

Ref.	Question	Policy Principles
S2	Are there any fixed fire fighting mains within the premises?	
<b>Answer</b>		<b>Finding/Observation</b>
No		

Ref.	Question	Policy Principles
S3	If any other relevant systems / equipment is installed, state type of system and comment as necessary	
<b>Answer</b>		<b>Finding/Observation</b>
No		

## T. Procedures And Arrangements

Ref.	Question	Policy Principles
T1	Recommended evacuation strategy for this building is	
<b>Answer</b>		<b>Finding/Observation</b>
	Stay Put	As per P1.

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

Ref.	Question	Policy Principles
T3	Are there appropriate documented fire safety arrangements and procedures in place in the event of fire?	
<b>Answer</b>		<b>Finding/Observation</b>
	Yes	Fire action notices provide information for persons in the escape routes and for persons inside their flats

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

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

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

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

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


## U. Training

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

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



## V. Testing And Maintenance

Ref.	Question	Policy Principles
V1	Are all fire safety provisions for the building (AFD, Emergency Lighting, sprinklers etc.) routinely tested and maintained?	Alarms- FHG Greenscapes, MITIE E/L- FHG Greenscapes, MITIE, Assets Surveyor Extinguishers- MITIE Fire Doors- FHG Greenscapes, Assets Surveyor Final Exits/ Escape Routes- Greenscapes/ Neighbourhoods
<b>Answer</b>		<b>Finding/Observation</b>
Yes		All fire safety provisions require testing in accordance with the relevant guides or standards
<b>Action/Recommendation</b>		<b>Priority</b>
The emergency exit push to release release buttons must be tested and recorded in accordance with BS7273-4:2015 The fireman's switch must be tested and maintained in accordance with BS 7671		Medium
		<b>Due Date</b>
		26/Dec/2022
<b>Images</b>		
<p><b>Image: V11</b></p> 		

## W. Records

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

## X. Premises Information Box

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

## Y. Engagement With Residents

Ref.	Question	Policy Principles
Y1	Has all Fire Safety information & procedures been disseminated to the residents?	
<b>Answer</b>		<b>Finding/Observation</b>
Unknown		Unknown.

## Z. Any Other Information

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

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

## ZAAR. Assessment Risk Ratings

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

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

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

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

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

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

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:	<b>Medium</b>
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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.

Taking into account the nature of the building and occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:	<b>Moderate Harm</b>
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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.

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

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

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



## Life Safety Fire Risk Assessment Certificate of Conformity

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

### Schedule:

Part 1a	Name & Address of Certified Organisation:
	Pennington Choices, Broofield House, Grimsditch Lane, WA4 4EA
Part 1b	BAFE registration number of issuing Certified Organization:
	102119
Part 1c	SSAIB 3rd Party Certificate Number:
	CHES077
Part 2	Name of Client:
	CEO Futures
Part 3a	Address of premises for which the fire risk assessment was carried out:
	24 - 34 Howard Close, Daventry Daventry Daventry NN11 4TD
Part 3b	Part or parts of the premises to which the fire risk assessment applies:
	Common Parts only (not dwellings, where applicable)
Part 4	Brief description of the scope and purpose of the fire risk assessment:
	Life Safety (as per agreed Specification)
Part 5	Effective date of the fire risk assessment:
	29/08/2022
Part 6	Recommended date for reassessment of the premises:
	29/08/2024
Part 7	Unique reference number of this certificate:
	109323

Signed for and on behalf of the issuing Certificated Organization:

James Hutton

Dated: 9/27/2022

## Appendix 1. Action Details

Ref.	Category	Priority	Comments	Recommendation	Quantity	To Be Completed By	Photo Ref.
F1	LIGHTNING	No Timescale	No lightning protection system was seen on site.	Recommend management undertake a risk assessment of the building to determine if lightning protection is required			
G2	HOUSE-KEEPING	Medium	All common area escape routes including the stairs were generally clear of items although some minor items had been left outside flat 30. A loose mat has been placed at the base of the stairs.	Management to ensure combustible items and trip hazards noted are removed from the common area/means of escape and the area kept clear		26/12/2022	G21
H1	HAZARDS INTRODUCED BY CONTRACTORS	Medium	Evidence was not available to confirm there is satisfactory control over works carried out in the building by contractors (e.g. hot work permits).	A documented procedure is recommended for ensuring all contractors are controlled on site and only operate within approved industry standards. This should include a permit to work and a hot work permit procedure where appropriate. All contractors should be advised of the emergency procedures and hazardous areas.		26/12/2022	
L1	FLAT ENTRANCE DOORS	Medium	The flat entrance doors all appeared in good condition and newly installed however different types are in use no access was provided to check the doors internally. See K2	The flat entrance doors should be surveyed to ensure they will provide the required fire separation in support of an initial stay put policy		26/12/2022	
P7	MEANS OF GIVING WARNING IN CASE OF FIRE	Medium	No flats were accessed to establish what fire detection is provided inside	A category LD3 system should be considered the minimum in all circumstances". However, BS 5839-6:2019 states that "heat detectors should be installed in every kitchen. A smoke detector should be installed in the principal habitable room. Where more than one room might be used as the principal habitable room, a smoke detector should be installed in each of these rooms". It is recommended that each flat is checked to confirm that BS5839-6:2019 Grade D, LD2 detection is fitted.		26/12/2022	
Q4	MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT	Medium	No access to the roof space is provided although the loft hatch was closed	Management to check compartmentation within the roof space over the common area		26/12/2022	Q41
Q5	MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT	Medium	One meter box had been left open	The meter boxes should be inspected by a qualified surveyor to ensure they will provide the required fire separation between escape route and flats		26/12/2022	Q51

Ref.	Category	Priority	Comments	Recommendation	Quantity	To Be Completed By	Photo Ref.
Q6	MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT	No Timescale	No evidence is kept for inspection on site.	Management should confirm that where and if required fire dampers are provided as required			
Q7	MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT	High	Walls and surface finishing's appeared to comply with non-flammable materials however the ceiling in the entrance lobby has wooden boarding which is likely to assist in rapid fire spread	The ceiling surface should be inspected by a qualified surveyor with a view to removing the material that is flammable, and replacing it with a suitable non-flammable material		27/10/2022	Q71
T6	PROCEDURES AND ARRANGEMENTS	No Timescale	Unable to confirm at the time of the assessment	Person Centered Fire Risk Assessments should be carried out on all tenants in general needs property, when required, and should be reviewed on an annual basis.			
V1	TESTING AND MAINTENANCE	Medium	All fire safety provisions require testing in accordance with the relevant guides or standards	The emergency exit push to release buttons must be tested and recorded in accordance with BS7273-4:2015 The fireman's switch must be tested and maintained in accordance with BS 7671		26/12/2022	V11
Y1	ENGAGEMENT WITH RESIDENTS	No Timescale	Unknown.	Ensure residents are informed of all relevant fire safety matters using different formats including letters, posters, social media etc			