

## Futures Fire Risk Assessment

Futures Homescape, Futures House  
Building 435 Argosy Road: DE74 2SA, -  
UPRN: FH123 / 173592 / QA Approved /  
Rizwan Tanveer

**Complete**

<b>Flagged items</b>	2	<b>Actions</b>	16
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### SITE NAME:

Futures Homescape, Futures  
House Building 435 Argosy Road:  
DE74 2SA, - UPRN: FH123, Fire  
Risk Assessments, Futures  
Homescape

### PROPERTY IMAGE



Photo 1

### UPRN:

FH12

### JOB NUMBER:

173592

### FRA COMPLETED BY:

Pennington Choices Limited

### FIRE RISK ASSESSOR NAME:

Adrian Gallimore

### INSPECTION DATE:

3 Jan 2024

### REPORT STATUS:

QA Approved

### REASSESSMENT PRIORITY

Medium - 2 Years

### VALID TO: (QA Use Only)

12 Jan 2026

### VALIDATION DATE: (QA Use Only)

12 Jan 2024

### VALIDATED BY: (QA Use Only)

Rizwan Tanveer

### VALIDATOR'S SIGNATURE: (QA Use Only)

A handwritten signature or set of initials, possibly 'R. W.', written in black ink. The letters are stylized and connected.

Photo 2

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## Flagged items & Actions

2 flagged, 16 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

16 actions

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

**Is PAT testing in common areas carried out?**

No

FHG PAT testing was completed in-house; some appliances require re-testing and the facilities managers confirmed that PAT testing will now be carried out by a competent third-party contractor that is due to attend site within the next week to complete site wide PAT testing of FHG equipment. Not all Natwest equipment has labels attached and some showed the date of the last test as 2020.



Photo 7



Photo 8

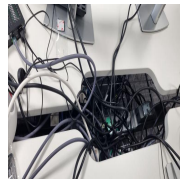


Photo 9

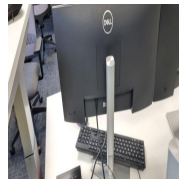


Photo 10



Photo 11

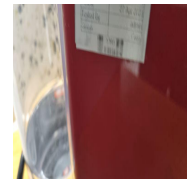


Photo 12



Photo 13

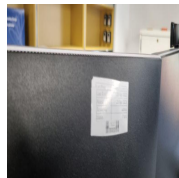


Photo 14

**Open** | Priority: Medium | Due: 12 Apr 2024 1:46 PM BST | Created by: Adrian Gallimore

A2

Management should liaise with Natwest management to ensure that portable electrical appliances are routinely PAT tested on a regular basis.

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

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

Unknown

There is a portable heater within the Natwest office on the first floor.



Photo 16

**Open** | Priority: Medium | Due: 12 Apr 2024 2:05 PM BST | Created by: Adrian Gallimore

D1

Management should liaise with Natwest management. Where portable heaters are allowed it is advisable that they are replaced with electric oil filled radiator type with no open elements etc. Any use of portable heaters should be controlled and should not be used in proximity of combustible materials.

Detailed Risk Assessment Part 2 / F - Lightning / F1

**Does the building have a lightning protection system?**

No

FHG Policy Principle confirms that there is no lightning protection and the facilities manager was not aware of any in place.

**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 / G - Housekeeping / G1

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

No

Shredded materials were stored in proximity of the server unit to the Natwest office.



Photo 17

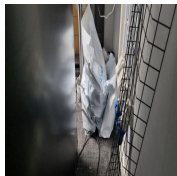


Photo 18

**Open** | Priority: High | Due: 12 Feb 2024 2:17 PM GMT | Created by: Adrian Gallimore

G1

Management should liaise with Natwest management to ensure that combustible materials are not stored in proximity of ignition sources. Items should be removed as soon as possible and an exclusion zone maintained around the server unit. Management should complete regular checks to monitor compliance.

Detailed Risk Assessment Part 2 / G - Housekeeping / G2

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

No

There is an understairs cupboard within the front entrance foyer that has paperwork, files and combustibles within presenting a high fire load. The cupboard is under the escape stairway on the first floor.

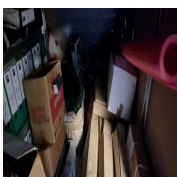


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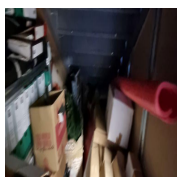


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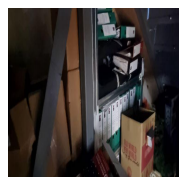


Photo 21

**Open** | Priority: Medium | Due: 12 Apr 2024 2:20 PM BST | Created by: Adrian Gallimore

G2

Management should remove items and store in an alternative location.

Detailed Risk Assessment Part 2 / G - Housekeeping / 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"?**

Unknown

There are electric vehicles and charging points within the staff car park. It was not possible to establish if a risk assessment has been completed.



Photo 22



Photo 23

**Open** | Priority: Medium | Due: 12 Apr 2024 2:23 PM BST | Created by: Adrian Gallimore

G3

Management should ensure that a suitable and sufficient risk assessment has been completed and that the assessment accounts for Lithium Ion battery fires.

Detailed Risk Assessment Part 2 / J - Other Significant Hazards / J1

**Are all issues deemed satisfactory? [1]**

Unknown

There is an external escape stair from the canteen area to the carpark at the front of the building. It was not possible to establish if escape stairs have been formally inspected within the last 5 years. There is currently no in-house annual inspection regime.

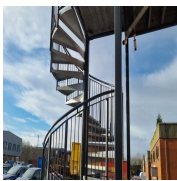


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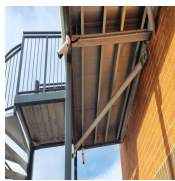


Photo 25

**Open** | Priority: Low | Due: 12 Jan 2025 2:41 PM GMT | Created by: Adrian Gallimore

J1

Management should confirm if external escape stairs have been inspected and maintained within the last 5 years in accordance with BS8210:2020 by a certified third-party contractor. It is also recommended that an annual visual inspection is completed in order to monitor any damage, corrosion or stability issues.

Detailed Risk Assessment Part 2 / M - Common Area Fire Doors / M1

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

No

Most fire door sets were in good order. A label on the door to the cupboard under the stairs confirms that

the door is a certified FD30 fire door. All other doors fitted appeared to be of the same specification. The door to the 'Runway' meeting room does not close properly, there is an excessive gap to offices to the right-hand side of the entrance lobby and the doors to the NatWest office (canteen side) has an excessive gap to the centre. All doors are fitted with smoke seals, self-closure mechanisms and tempered glass viewing panels.



Photo 37



Photo 38

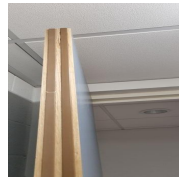


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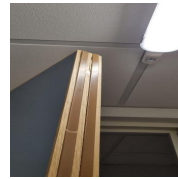


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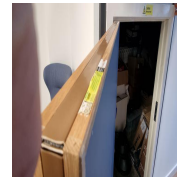


Photo 41



Photo 42

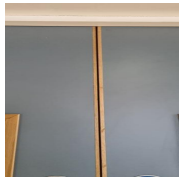


Photo 43



Photo 44

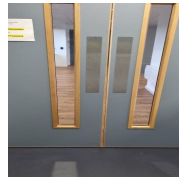


Photo 45



Photo 46



Photo 47

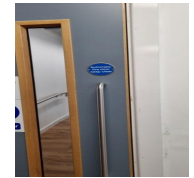


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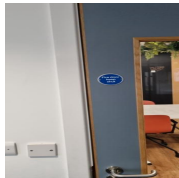


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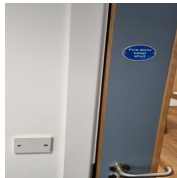


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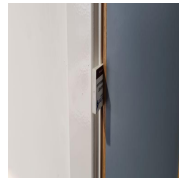


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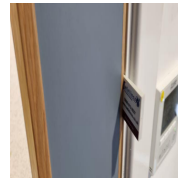


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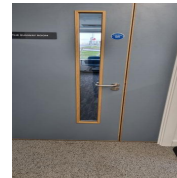


Photo 53

**Open** | Priority: Medium | Due: 12 Apr 2024 4:01 PM BST | Created by: Adrian Gallimore

M1

Management should ensure that all fire doors are inspected by a certified competent person. Any defects identified should be repaired or replaced with self closing fire door sets to FD30 specification.

Detailed Risk Assessment Part 2 / Q - Measures to Limit Fire Spread and Development / Q1

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

No

Walls to offices are plaster boarded with no compartmentation breaches identified. Suspended ceilings are appropriately clipped to soffits and are stable. There has been extensive fire proofing completed with Batt Board and intumescent pipe collars and cable tray fillers installed. Labels have been displayed throughout to indicate that fire stopping work was completed by a certified third-party contractor. There are some suspended ceiling tiles missing to the IT server room. There are also some gaps to edges of ceiling tiles and where services go through the ceiling. The lift motor room has no ceiling.

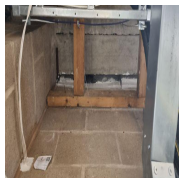


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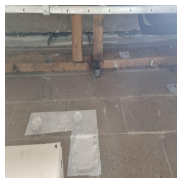


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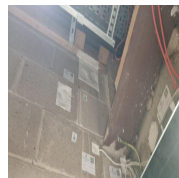


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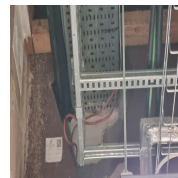


Photo 132



Photo 133

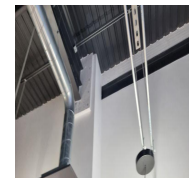


Photo 134



Photo 135



Photo 136

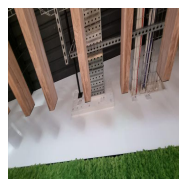


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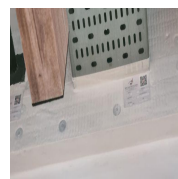


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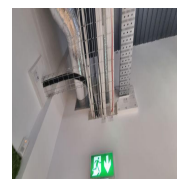


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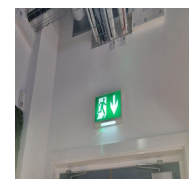


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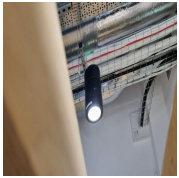


Photo 141



Photo 142

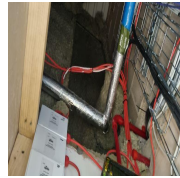


Photo 143



Photo 144



Photo 145

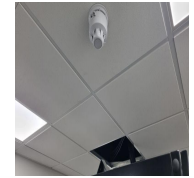


Photo 146

**Open** | Priority: Medium | Due: 12 Apr 2024 4:36 PM BST | Created by: Adrian Gallimore

### Q1

The suspended ceiling tile above the server unit should be replaced and gaps around services fire stopped with fire rated building materials. The lift motor room should have a fire rated ceiling installed. Gaps around service cables require fire stopping with fire rated building materials. Any fire stopping should only be conducted by a certified third-party contractor.

Detailed Risk Assessment Part 2 / Q - Measures to Limit Fire Spread and Development / Q3

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

No

Service risers are present to the first floor offices. Doors do not appear to be fire rated and intumescent strips have not been fitted to rebates. Penetrations were identified around services.

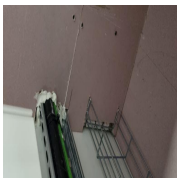


Photo 147

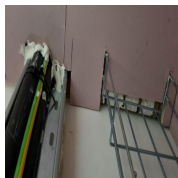


Photo 148

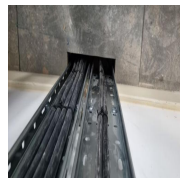


Photo 149



Photo 150



Photo 151



Photo 152



Photo 153



Photo 154

**Open** | Priority: Medium | Due: 12 Apr 2024 4:42 PM BST | Created by: Adrian Gallimore

### Q3

Management should inspect service risers and ensure that any gaps or penetrations are fire stopped with fire rated building materials. Service riser doors should be fire rated to FD30 specification and intumescent strips should be fitted. Any works required should only be completed by a certified third-party accredited contractor.

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

**Is compartmentation maintained in the roof space?**

Unknown

The roof space was not accessible at the time of assessment as inspection hatches were locked.

**Open** | Priority: Low | Due: 12 Jan 2025 4:44 PM GMT | Created by: Adrian Gallimore

### Q4

Management should inspect roof spaces to ensure that compartmentation is sound and that

any breaches identified are closed with preproperate fire rated materials. Any compartmentation work should only be carried out by a third party accredited contractor.

Detailed Risk Assessment Part 2 / Q - Measures to Limit Fire Spread and Development / Q8

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

Unknown

There is seating located within meeting rooms and chill out areas. It was not possible to establish if the seating is fire resisting as labels were not identified however, the furniture is modern, and it is presumed to be fire resistant.



Photo 159



Photo 160

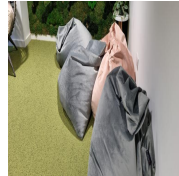


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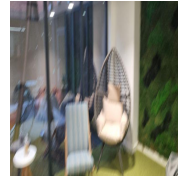


Photo 162

**Open** | Priority: Medium | Due: 12 Apr 2024 4:49 PM BST | Created by: Adrian Gallimore

Q8

Management should confirm that seating is fire retardant. Replace with fire resisting furniture to BS7176 where furniture is found not be fire retardant.

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

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

No

Fire extinguishers are installed to all compartments in accordance with BS 5306 part 8 and appropriate for the fire hazards present. Fire extinguishers are maintained under service contract. There is no CO2 unit located within the electrical plant room or any units within the shed.

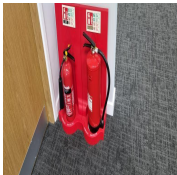


Photo 163

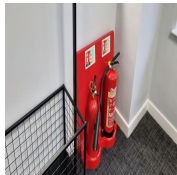


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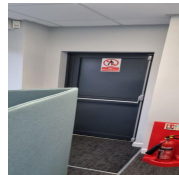


Photo 165



Photo 166

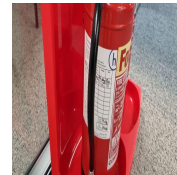


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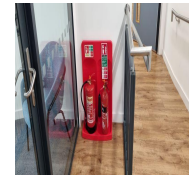


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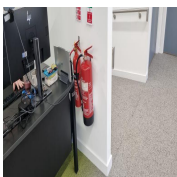


Photo 169

**Open** | Priority: Low | Due: 12 Jan 2025 4:54 PM GMT | Created by: Adrian Gallimore

R1

An additional 2kg CO2 unit should be installed to the plant room. A 6Ltr 13A Water or Foam and a 2KG CO2 unit should be installed to the shed.

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?**

No



Fire procedures are within the fire folder and although Fire Action Notices are displayed there is no procedure displayed on notice boards. In addition, although there are trained fire marshals they are not communicated to staff via notice boards.



Photo 172



Photo 173



Photo 174

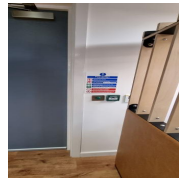


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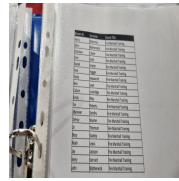


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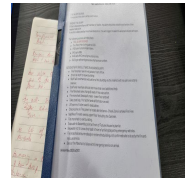


Photo 177

**Open** | Priority: Low | Due: 12 Jan 2025 5:01 PM GMT | Created by: Adrian Gallimore

T3

Management should display FHG fire procedure and fire marshal list (preferably with photographs) on staff notice boards.

Detailed Risk Assessment Part 2 / W - Records / W1

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

No

The facilities manager stated that there has been one fire drill within the last 12 months although this was not formally recorded.

**Open** | Priority: Medium | Due: 12 Apr 2024 5:13 PM BST | Created by: Adrian Gallimore

W1

Management should ensure that there is a fire evacuation drill every 6 months and that drills are properly documented to ensure that the evacuation time is adequate (ideally within 2 minutes) and that there is an action plan to address any issues that arise during an evacuation. Records of drills should be retained in the fire folder / log book.

Detailed Risk Assessment Part 2 / Z - Any Other Information / Z1

**Are all issues deemed satisfactory? [1]**

Unknown

The premises is controlled by Futures Housing Group however, the first floor is occupied by National Westminster Bank. The facilities manager stated that there is consultation between FHG and Natwest management however, it is not formally recorded.

**Open** | Created by: Adrian Gallimore

Z1

Management should ensure that any consultation between FHG and Natwest management is formally recorded and that records are retained.

## Detailed Risk Assessment Part 1

### 1. General Information

**1.1 FRA Type:** Type 1 (Non-Destructive)

**1.2 Property Type:** Purpose Built Office Block

**1.3 Property Designation:** Office

**1.4 Responsible Person:** Lindsey Williams - CEO Futures Housing Group

The building is controlled / owned by FHG. First floor offices are occupied by National Westminster Bank and its employees. The day to day management of staff on the first floor is the responsible of the CEO National Westminster Bank. The building and employees to the ground floor is the responsibility of FHG CEO.

**1.5 No of Floors:** 2

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

**1.7 Ground Floor Area (m2):** 1,024

**1.8 Total Area of all Floors (m2)** 2,048

#### 1.9 Building Description:

This is a two-storey property used as office space. The ground floor is occupied by Futures Housing Group with the first floor occupied by National Westminster Bank. There are two internal protected stairwells and an external staircase. There are 2 final exits on the ground floor and one external escape stairs. There are two lifts fitted. Access is via street level by key card, key or intercom. CCTV is fitted to the premises.

#### 1.10 Building Construction:

The building appears to be constructed of steel frame and traditional block/brickwork with an aluminium panel insulated roof. Internal walls have a plaster finish. The floors appear to be of concrete construction and the stairs appear to be of steel construction. Cladding is not fitted to the exterior of the building.

#### 1.11 Extent of common areas:

Means of escape, toilets, dining area, kitchenettes, office space, breakout rooms.

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

Roof space.

#### 1.13 If applicable, state which flats were sample inspected:

N/A - The premises is an office block with no dwellings.

### 2. The Occupants

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

## 2.2 Details of any onsite Management

There will typically be a member of management on-site between operating hours from 07:00 until 19:00.

## 2.3 Person managing fire safety in the premises

Lindsey Williams, Chief Executive, Futures Housing group. In addition, there should also be a designated Responsible Person from Nat West Bank (under Article 5 of the RRO).

## 2.4 Person consulted during the fire risk assessment

Jo Thompson, Facilities Manager.

## 2.5 Number of occupants (maximum estimated)

It was not possible to ascertain the exact number of persons on site and the number may vary as persons attend site for meetings but are not residents within the office. It is estimated that the maximum occupancy between Futures and Natwest to be around 80 persons.

## 2.6 Approximate maximum number of employees at any one time

80, see item 14.

## 2.7 Number of members of the public (maximum estimated)

Ordinarily there is not likely to be any members of the public other than postal / delivery workers and site visitors. Visitors are required to sign in and are accompanied at all times.

## 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 no sleeping or elderly persons on site. At present there are no registered disabled persons. There is a process to develop PEEPS should the need arise.

## 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

Leicestershire Fire and Rescue Service

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

Health and Safety (Safety Signs and Signals) Regulations 1996

As this is a place of work The Health and Safety at Work Act and other relevant safety regulations made under the Act will apply.

### 3.4 The other legislation referred to above is enforced by

The Health & Safety Executive (HSE) / North West Leicestershire District Council.

### 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

The facilities manager confirmed that she is not aware of any enforcement notice in force.

### 3.7 Fire loss experience (since last FRA)

N/A

The facilities manager confirmed that there has been no fire loss experience since the last FRA.

---

## Detailed Risk Assessment Part 2

16 actions

### A - Electrical Ignition Sources

1 action

A1

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

Yes

There are two consumer / dist. boards that have test labels dated 26/08/23 with re-test dates within 3 years and two consumer / dist. boards that show the date of test completed in November 2023.

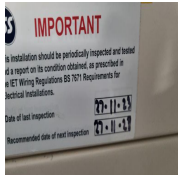


Photo 3

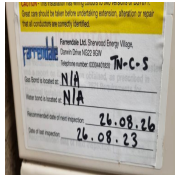


Photo 4

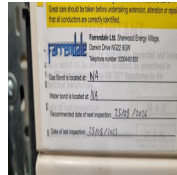


Photo 5



Photo 6

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

A2

1 action

**Is PAT testing in common areas carried out?**

No

FHG PAT testing was completed in-house; some appliances require re-testing and the facilities managers confirmed that PAT testing will now be carried out by a competent third-party contractor that is due to attend site within the next week to complete site wide PAT testing of FHG equipment. Not all Natwest equipment has labels attached and some showed the date of the last test as 2020.



Photo 7



Photo 8

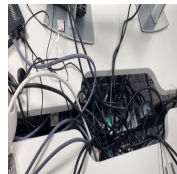


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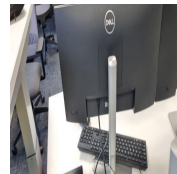


Photo 10



Photo 11

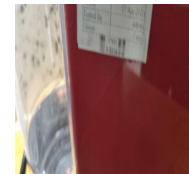


Photo 12



Photo 13

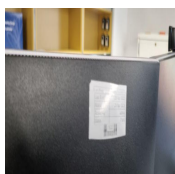


Photo 14

**Open** | Priority: Medium | Due: 12 Apr 2024 1:46 PM BST | Created by: Adrian Gallimore

A2

Management should liaise with Natwest management to ensure that portable electrical appliances are routinely PAT tested on a regular basis.

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:**

Medium - 3 Months

A3

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

Yes

The facilities manager stated that employees are able to charge mobile phones etc however, they are not allowed to bring in personal electrical appliances to the office unless there is permission from management.

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.

A4

**Is the use of adapters and leads limited?**

No

There are surge protected strip extension leads under desks etc for computer equipment. PAT for Natwest was overdue / could not be established. Refer to A2.

A5

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

N/A

None present.

B - Smoking Policies

B1

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

Yes

Under current legislation, smoking within the workplace is not permitted. The only place where smoking is permitted is within the external smoking shelter that is shared with a neighbouring business.

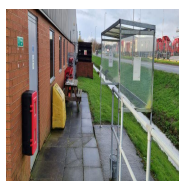


Photo 15

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

B2

**Is the policy being adhered to and are "No smoking" signs**

Yes



**provided in the common areas?**



There was no evidence of illicit smoking at the time of assessment.

C - Arson

C1

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



Visitors are by appointment only. Visitors are allowed into reception only where they press an intercom for a company representative to meet them. The rest of the premises is controlled by electronic access card operated doors. CCTV is installed throughout.

C2

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



Lidded waste and recycling skips are located in a compound at the corner of the carpark well away from buildings and sources of ignition.

D - Portable Heaters and Installations

1 action

D1

1 action

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



There is a portable heater within the Natwest office on the first floor.



Photo 16

**Open** | Priority: Medium | Due: 12 Apr 2024 2:05 PM BST | Created by: Adrian Gallimore

D1

Management should liaise with Natwest management. Where portable heaters are allowed it is advisable that they are replaced with electric oil filled radiator type with no open elements etc. Any use of portable heaters should be controlled and should not be used in proximity of combustible materials.

**Action/Recommendation Required?**



**Action Priority:**

Medium - 3 Months

D2

**Are fixed heating systems maintained annually?**



The facilities manager confirmed that the HVAC system is maintained by an approved third-party contractor (DCS). The last service was completed on 04/10/23. Records were not seen by the assessor.

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

## E - Cooking

E1

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

Yes

There are no operational kitchens on the premises. There are small office kitchenettes with kettles, toasters and microwaves. There is also a communal canteen with vending machines and kitchen appliances. All electrical equipment was in good order and is regularly PAT tested.

## F - Lightning

1 action

F1

1 action

**Does the building have a lightning protection system?**

No

FHG Policy Principle confirms that there is no lightning protection and the facilities manager was not aware of any in place.

**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

3 actions

G1

1 action

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

No

Shredded materials were stored in proximity of the server unit to the Natwest office.

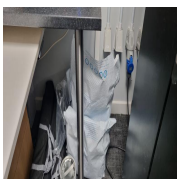


Photo 17

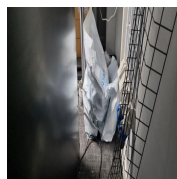


Photo 18

**Open** | Priority: High | Due: 12 Feb 2024 2:17 PM GMT | Created by: Adrian Gallimore

G1

Management should liaise with Natwest management to ensure that combustibile materials are not stored in proximity of ignition sources. Items should be removed as soon as possible and an exclusion zone maintained around the server unit. Management should complete regular checks to monitor compliance.

**Action/Recommendation Required?**

Yes

**Action Priority:**

High - 1 Month

G2

1 action

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

No

There is an understairs cupboard within the front entrance foyer that has paperwork, files and combustibles within presenting a high fire load. The cupboard is under the escape stairway on the first floor.

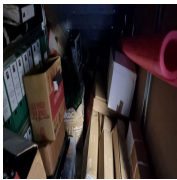


Photo 19

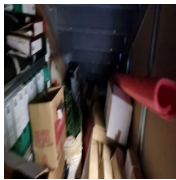


Photo 20

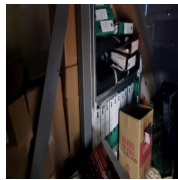


Photo 21

**Open** | Priority: Medium | Due: 12 Apr 2024 2:20 PM BST | Created by: Adrian Gallimore

G2

Management should remove items and store in an alternative location.

**Action/Recommendation Required?**

Yes

**Action Priority:**

Medium - 3 Months

G3

1 action

**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"?**

Unknown

There are electric vehicles and charging points within the staff car park. It was not possible to establish if a risk assessment has been completed.



Photo 22

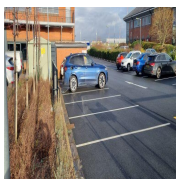


Photo 23

G3

Management should ensure that a suitable and sufficient risk assessment has been completed and that the assessment accounts for Lithium Ion battery fires.

**Action/Recommendation Required?**

Yes

**Action Priority:**

Medium - 3 Months

H - Hazards Introduced by Contractors

H1

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

Yes

Refer to policy principle.

Policy Principle: All contractors must submit RAMS for procurement processes, and these are reviewed annually by FHG. A specific risk assessment is to be completed for each job.

I - Dangerous Substances

I1

**If dangerous substances are used, has a risk assessment been carried out as required by the Dangerous Substances and Explosives Atmospheres Regulations 2002 and are they stored correctly?**

N/A

No dangerous substances were identified at the time of assessment.

J - Other Significant Hazards

1 action

J1

1 action

**Are all issues deemed satisfactory? [1]**

Unknown

There is an external escape stair from the canteen area to the carpark at the front of the building. It was not possible to establish if escape stairs have been formally inspected within the last 5 years. There is currently no in-house annual inspection regime.

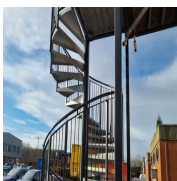


Photo 24

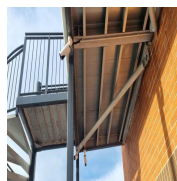


Photo 25

J1

Management should confirm if external escape stairs have been inspected and maintained within the last 5 years in accordance with BS8210:2020 by a certified third-party contractor. It is also recommended that an annual visual inspection is completed in order to monitor any damage, corrosion or stability issues.

**Action/Recommendation Required?**

Yes

**Action Priority:**

Low - 12 Months

J2

**Are all issues deemed satisfactory? [2]**

N/A

No further issues were identified at the time of assessment.

K - Means of Escape

K1

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

Yes

Escape routes are adequate.

K2

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

Yes

Walls are emulsion painted plasterboard. Some offices have suspended ceilings and some areas have exposed metal roof sheeting. Compartmentation appeared to be adequate with the majority of areas fire stopped with appropriate materials. Floors and stairs are solid construction.

K3

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

Yes

Adequate for the numbers present.

K4

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

Yes

The front entrance / exit has sliding doors. The facilities manager confirmed that they can be manually opened in the event of mains power failure. Internal fire exit doors are fitted with door release buttons and green 'break glass' devices. The escape leading to the external escape stairs has a push bar fitted.

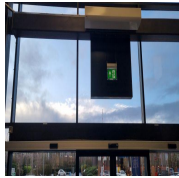


Photo 26

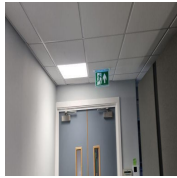


Photo 27



Photo 28



Photo 29

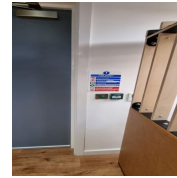


Photo 30



Photo 31



Photo 32



Photo 33

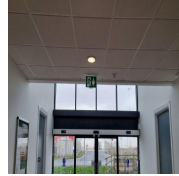


Photo 34

K5

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

Yes

All final exits open in the direction of travel.

K6

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

Yes

Travel distances are satisfactory.

K7

**Are there suitable precautions for all inner rooms?**

Yes

There are some 'break away' meeting rooms / rest rooms within communal offices. Exits can be reached in either direction within 20 metres. All other meeting rooms and the training room have two exits.

K8

**Are escape routes separated where appropriate?**

Yes

Communal offices open onto escape routes on the ground floor and onto the stairs on the first floor. All communal offices are fitted with fire resisting doors.

K9

**Are corridors sub-divided where appropriate?**

N/A

The layout of the building and corridors do not require subdividing door sets.

K10

**Do escape routes lead to a place of safety?**

Yes

Escape routes lead to the external environment.



K11

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

Yes

There is a central area of the building within the lobby and on the escape stairs which is open air and has openable doors on the ground and first floor.

K12

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

N/A

No issues identified at the time of assessment. Where cable are visible they are contained within cable trays and adequately clipped.



Photo 35



Photo 36

L - Flat Entrance Doors

L1

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

N/A

This is an office block with no flats.

M - Common Area Fire Doors

1 action

M1

1 action

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

No

Most fire door sets were in good order. A label on the door to the cupboard under the stairs confirms that the door is a certified FD30 fire door. All other doors fitted appeared to be of the same specification. The door to the 'Runway' meeting room does not close properly, there is an excessive gap to offices to the right-hand side of the entrance lobby and the doors to the NatWest office (canteen side) has an excessive gap to the centre. All doors are fitted with smoke seals, self-closure mechanisms and tempered glass viewing panels.



Photo 37

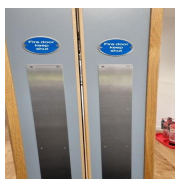


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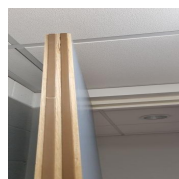


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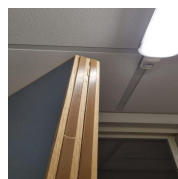


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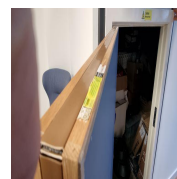


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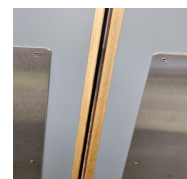


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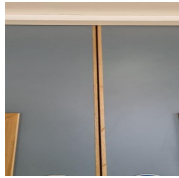


Photo 43



Photo 44

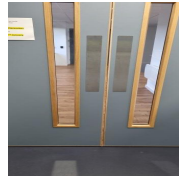


Photo 45



Photo 46



Photo 47

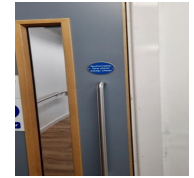


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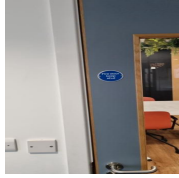


Photo 49



Photo 50



Photo 51

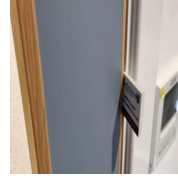


Photo 52

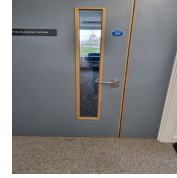


Photo 53

**Open** | Priority: Medium | Due: 12 Apr 2024 4:01 PM BST | Created by: Adrian Gallimore

M1

Management should ensure that all fire doors are inspected by a certified competent person. Any defects identified should be repaired or replaced with self closing fire door sets to FD30 specification.

**Action/Recommendation Required?**

Yes

**Action Priority:**

Medium - 3 Months

N - Emergency Lighting

N1

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

Yes

Emergency lighting is installed throughout. No defects were identified at the time of assessment. A schematic drawing is available which details the location of all emergency light units.

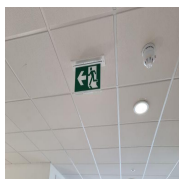


Photo 54



Photo 55

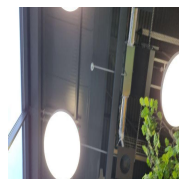


Photo 56



Photo 57

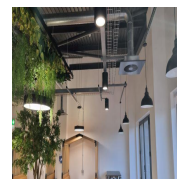


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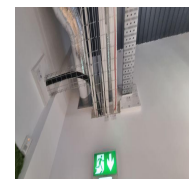


Photo 59



Photo 60

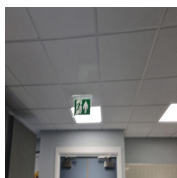


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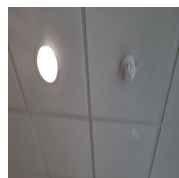


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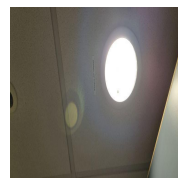


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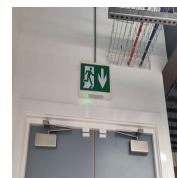


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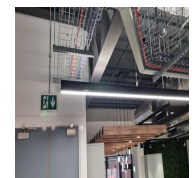


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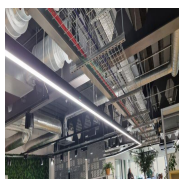


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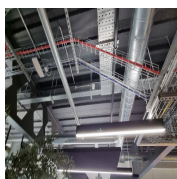


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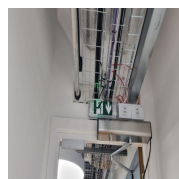


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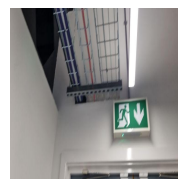


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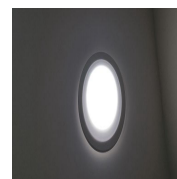


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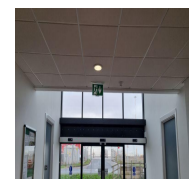


Photo 71



Photo 72



Photo 73

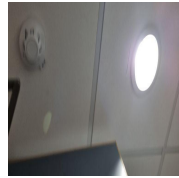


Photo 74



Photo 75



Photo 76

N2

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

Yes

External emergency lighting is installed over the first-floor fire escape. External emergency lighting is not installed at ground level however, borrowed lighting is sufficient.

O - Fire Safety Signs and Notices

O1

**Is there adequate provision of visible fire safety signs and notices? (Consider directional, exits, stairs, fire action notices, Fire door keep shut, fire equipment and 'do not use lift' signage)**

Yes

All fire doors have signage displayed. The fire assembly point is located at the front car park and signage is displayed. Fire Action Notices are displayed throughout, and appropriate signage is displayed at all fire extinguishers. In addition, directional signage is displayed, and signs are displayed over exits. Signs are displayed at lifts.



Photo 77



Photo 78



Photo 79



Photo 80



Photo 81

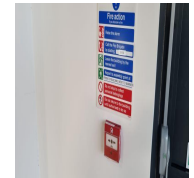


Photo 82

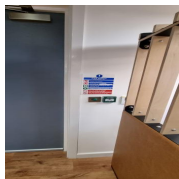


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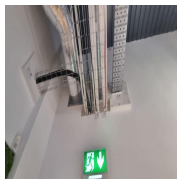


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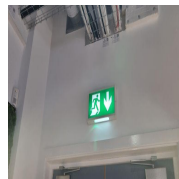


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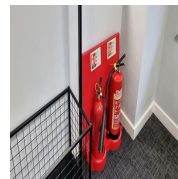


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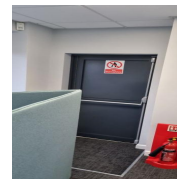


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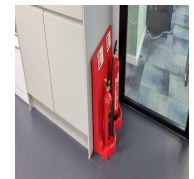


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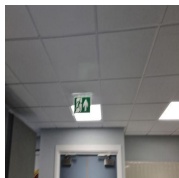


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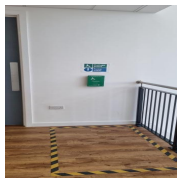


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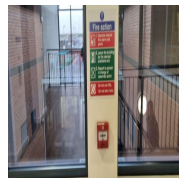


Photo 91



Photo 92



Photo 93

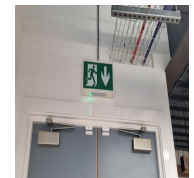


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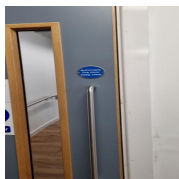


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Photo 96

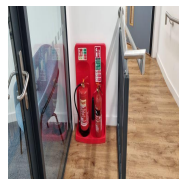


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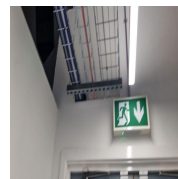


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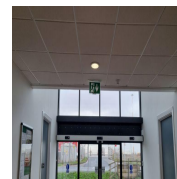


Photo 99



Photo 100



Photo 101



Photo 102

O2

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

N/A

The building is below 11 metres in height.

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?**

Yes

There is an addressable system installed to BS5839-1 L1 specification with AFD installed to all areas including plant rooms, under stairs cupboards and remote areas such a storage shed. The facilities supervisors stated that the alarm is maintained under service contract with two service visits per year, however maintenance records were not available at the time of assessment. There are two alarm panels; one situated within the front entrance lobby and the other (repeater panel) at the rear exit. The panel was in healthy condition with no defects identified at the time of assessment. The alarm is tested on a weekly basis.

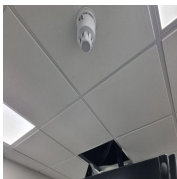


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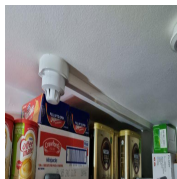


Photo 104



Photo 105

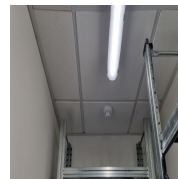


Photo 106



Photo 107



Photo 108



Photo 109

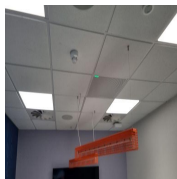


Photo 110



Photo 111



Photo 112

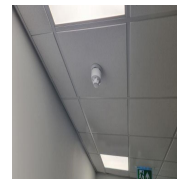


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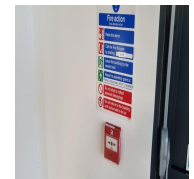


Photo 114



Photo 115

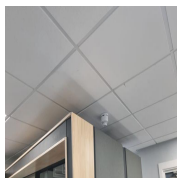


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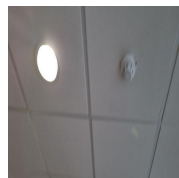


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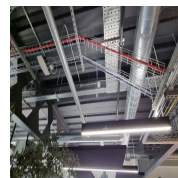


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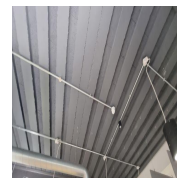


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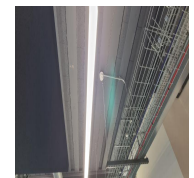


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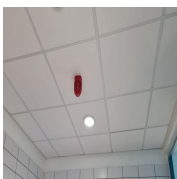


Photo 121

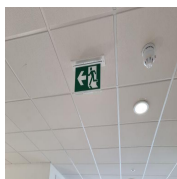


Photo 122



Photo 123

P2



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

Yes

AFD is installed to all areas to BS8539-1 L1 specification.

P3

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

N/A

AFD is installed to all areas.

P4

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

N/A

This is an office block with no dwellings to the property.

P5

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

Yes

Zone plans are displayed adjacent to each alarm panel.



Photo 124

P6

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

Yes

There are facilities personnel on site. There is a procedure in the fire folder.

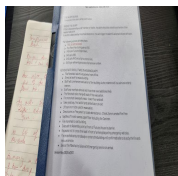


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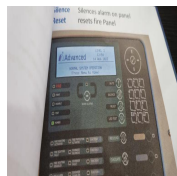


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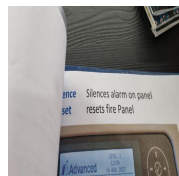


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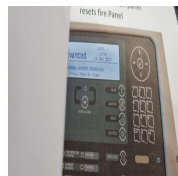


Photo 128

P7

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

N/A

No dwellings at this premises.

P8

**If applicable (Sheltered scheme) is the smoke detection within the flats monitored by an alarm receiving centre/on site scheme manager via a telecare system?**

N/A

The premises is an office block. The facilities manager confirmed that the alarm is monitored by an alarm receiving centre.

Q - Measures to Limit Fire Spread and Development

4 actions

Q1

1 action

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

No

Walls to offices are plaster boarded with no compartmentation breaches identified. Suspended ceilings are appropriately clipped to soffits and are stable. There has been extensive fire proofing completed with Batt Board and intumescent pipe collars and cable tray fillers installed. Labels have been displayed throughout to indicate that fire stopping work was completed by a certified third-party contractor. There are some suspended ceiling tiles missing to the IT server room. There are also some gaps to edges of ceiling tiles and where services go through the ceiling. The lift motor room has no ceiling.

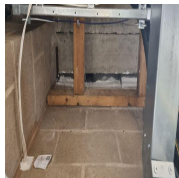


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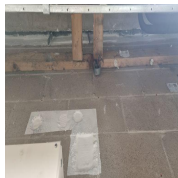


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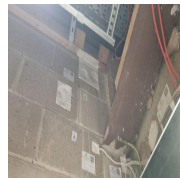


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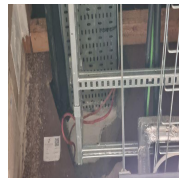


Photo 132



Photo 133

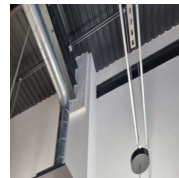


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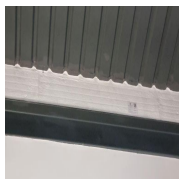


Photo 135



Photo 136

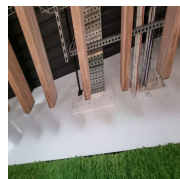


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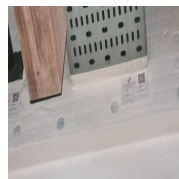


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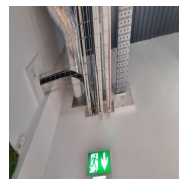


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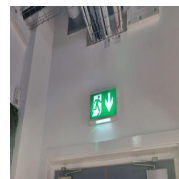


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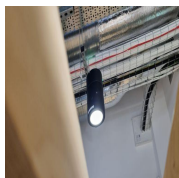


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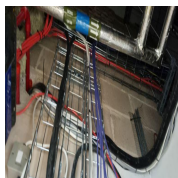


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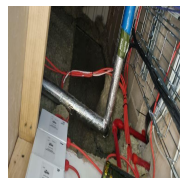


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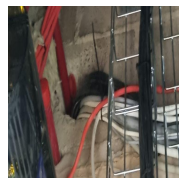


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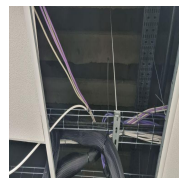


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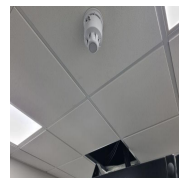


Photo 146

**Open** | Priority: Medium | Due: 12 Apr 2024 4:36 PM BST | Created by: Adrian Gallimore

Q1

The suspended ceiling tile above the server unit should be replaced and gaps around services fire stopped with fire rated building materials. The lift motor room should have a fire rated ceiling installed. Gaps around service cables require fire stopping with fire rated building materials. Any fire stopping should only be conducted by a certified third-party contractor.

**Action/Recommendation Required?**

Yes

**Action Priority:**

Medium - 3 Months

Q2



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

Yes

Ceiling tiles were sample lifted in various locations. Ceiling tiles were adequately clipped to soffits above. No issues were identified.

Q3

1 action

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

No

Service risers are present to the first floor offices. Doors do not appear to be fire rated and intumescent strips have not been fitted to rebates. Penetrations were identified around services.

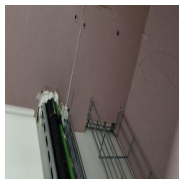


Photo 147

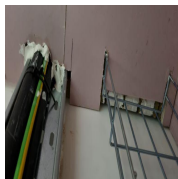


Photo 148

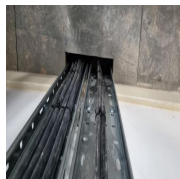


Photo 149



Photo 150



Photo 151



Photo 152



Photo 153



Photo 154

**Open** | Priority: Medium | Due: 12 Apr 2024 4:42 PM BST | Created by: Adrian Gallimore

Q3

Management should inspect service risers and ensure that any gaps or penetrations are fire stopped with fire rated building materials. Service riser doors should be fire rated to FD30 specification and intumescent strips should be fitted. Any works required should only be completed by a certified third-party accredited contractor.

**Action/Recommendation Required?**

Yes

**Action Priority:**

Medium - 3 Months

Q4

1 action

**Is compartmentation maintained in the roof space?**

Unknown

The roof space was not accessible at the time of assessment as inspection hatches were locked.

**Open** | Priority: Low | Due: 12 Jan 2025 4:44 PM GMT | Created by: Adrian Gallimore

Q4

Management should inspect roof spaces to ensure that compartmentation is sound and that any breaches identified are closed with appropriate fire rated materials. Any compartmentation work should only be carried out by a third party accredited contractor.

**Action/Recommendation Required?**

Yes

**Action Priority:**

Low - 12 Months

Q5

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

Yes

Electrics are located within the plant room and all services have been appropriately fire stopped by a certified third-party contractor. The door to the plant room has a fire door fitted.



Photo 155

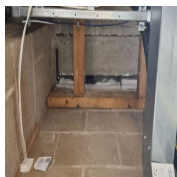


Photo 156

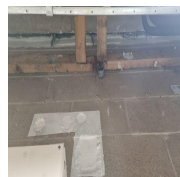


Photo 157

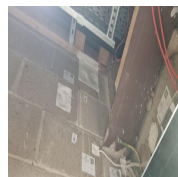


Photo 158

Q6

**As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire?**

N/A

None identified.

Q7

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

Yes

Walls to offices are plaster boarded with no compartmentation breaches identified. Suspended ceilings are appropriately clipped to soffits and are stable. There has been extensive fire proofing completed with Batt Board and intumescent pipe collars and cable tray fillers installed. Labels have been displayed throughout to indicate that fire stopping work was completed by a certified third-party contractor.

Q8

1 action

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

Unknown

There is seating located within meeting rooms and chill out areas. It was not possible to establish if the seating is fire resisting as labels were not identified however, the furniture is modern, and it is presumed to be fire resistant.

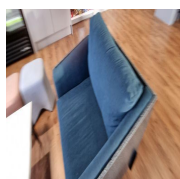


Photo 159

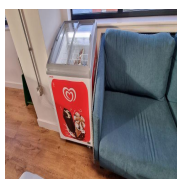


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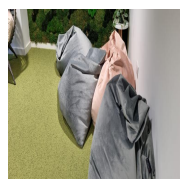


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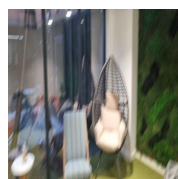


Photo 162

Q8

Management should confirm that seating is fire retardant. Replace with fire resisting furniture to BS7176 where furniture is found not be fire retardant.

**Action/Recommendation Required?**

Yes

**Action Priority:**

Medium - 3 Months

Q9

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

Yes

There are balconies to the first floor however these are fabricated from metal.

Q10

**Has a note been prepared of the external walls of the building and details of construction materials used? Does the note include and identify the level of risk that the design and materials used?**

N/A

The building is primarily of brick and steel framework with metal fabricated sheeted roof.

Q11

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

N/A

Not required.

Q12

**Has the responsible person reviewed the external wall note on a regular basis and revised it if there have been any significant changes in the external walls.**

N/A

Not required.

Q13

**Are all other fire spread/compartmentation issues satisfactory?**

N/A

No further compartmentation issues were identified at the time of assessment.

R - Fire Extinguishing Appliances

1 action

R1

1 action

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

No

Fire extinguishers are installed to all compartments in accordance with BS 5306 part 8 and appropriate for the fire hazards present. Fire extinguishers are maintained under service contract. There is no CO2 unit located within the electrical plant room or any units within the shed.

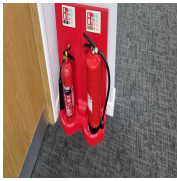


Photo 163

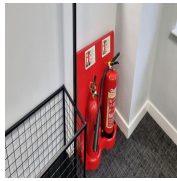


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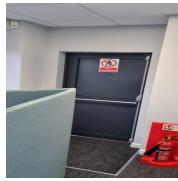


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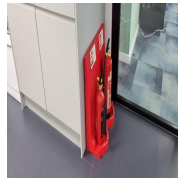


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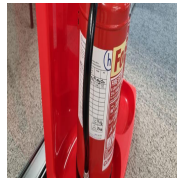


Photo 167



Photo 168

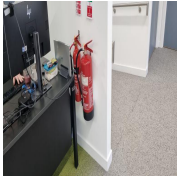


Photo 169

**Open** | Priority: Low | Due: 12 Jan 2025 4:54 PM GMT | Created by: Adrian Gallimore

R1

An additional 2kg CO2 unit should be installed to the plant room. A 6Ltr 13A Water or Foam and a 2KG CO2 unit should be installed to the shed.

**Action/Recommendation Required?**

Yes

**Action Priority:**

Low - 12 Months

S - Relevant Automatic Fire Extinguishing Systems

S1

**Are there any automatic fire suppressant systems on site?**

N/A

None present.

S2

**Are there any fixed fire fighting mains within the premises?**

N/A

None present.

S3

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

N/A

None present.

T - Procedures and Arrangements

1 action

T1

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

Simultaneous Evacuation

T2

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

Yes

Facilities department staff complete regular fire alarm tests and regular checking regimes.

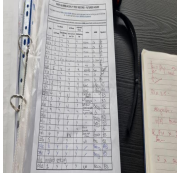


Photo 170

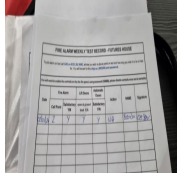


Photo 171

T3

1 action

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

No

Fire procedures are within the fire folder and although Fire Action Notices are displayed there is no procedure displayed on notice boards. In addition, although there are trained fire marshals they are not communicated to staff via notice boards.



Photo 172



Photo 173



Photo 174

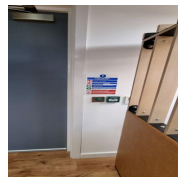


Photo 175

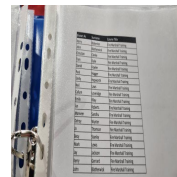


Photo 176

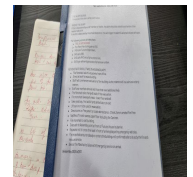


Photo 177

**Open** | Priority: Low | Due: 12 Jan 2025 5:01 PM GMT | Created by: Adrian Gallimore

T3

Management should display FHG fire procedure and fire marshal list (preferably with photographs) on staff notice boards.

**Action/Recommendation Required?**

Yes

**Action Priority:**

Low - 12 Months

T4

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

Yes

The alarm is monitored by an alarm receiving centre.

T5

**Are there suitable fire assembly points away from any risk?**

Yes

The fire assembly point is located in a place of relative safety at the entrance to the carpark and away from buildings.



Photo 178

T6

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

N/A

There are currently no disabled, sensory impaired or non-ambulant persons employed. The facilities manager stated that there is a process to develop specific procedures / PEEPS in liaison with company HR if the need arises.

T7

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

Yes

Staff receive on-line training via Skillsgate which includes fire extinguisher awareness as part of the package. Staff are encouraged not to use fire extinguishers.

T8

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

Yes

Fire marshal training was last completed in December 2023. There are approximately 15 trained fire marshals. Training dates / certificates were not seen by the assessor at the time of assessment.

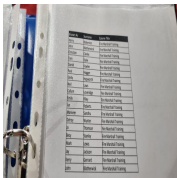


Photo 179

U - Training

U1

**Do staff receive adequate induction and annual refresher fire safety training? (To include fire risks in the premises, fire safety measures in the building, action in the event of fire and on hearing alarm, location and use of fire extinguishers, calling the fire service)**

Yes

Refer to 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

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

Yes

Refer to T8.

V - Testing and Maintenance

V1

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

Yes

Refer to policy principle.

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?**

No

The facilities manager stated that there has been one fire drill within the last 12 months although this was not formally recorded.

**Open** | Priority: Medium | Due: 12 Apr 2024 5:13 PM BST | Created by: Adrian Gallimore

W1

Management should ensure that there is a fire evacuation drill every 6 months and that drills are properly documented to ensure that the evacuation time is adequate (ideally within 2 minutes) and that there is an action plan to address any issues that arise during an evacuation. Records of drills should be retained in the fire folder / log book.

**Action/Recommendation Required?**

Yes

**Action Priority:**

Medium - 3 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?**

Yes

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



Y - Engagement with Residents

Y1

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

N/A

There are no residents as this is a commercial office building.

Z - Any Other Information

1 action

Z1

1 action

**Are all issues deemed satisfactory? [1]**

Unknown

The premises is controlled by Futures Housing Group however, the first floor is occupied by National Westminster Bank. The facilities manager stated that there is consultation between FHG and Natwest management however, it is not formally recorded.

**Open** | Created by: Adrian Gallimore

Z1

Management should ensure that any consultation between FHG and Natwest management is formally recorded and that records are retained.

**Action/Recommendation Required?**

Yes

**Action Priority:**

Recommendation - No Timescale

Z2

**Are all issues deemed satisfactory? [2]**

N/A

No additional 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.

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## 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

<b>Part 1a - Name and Address of Certified Organisation</b>	Pennington Choices Limited
<b>Part 1b - BAFE Registration Number of Issuing Certified Organisation</b>	102119
<b>Part 1c - SSAIB 3rd Party Certificate Number</b>	CHES077
<b>Part 2 - Name of Client</b>	Futures Housing Group
<b>Part 3a - Address of premises for which the Fire Risk Assessment was carried out</b>	Futures House Building 435 Argosy Road: DE74 2SA
<b>Part 3b - Part or parts of the premises to which the Fire Risk Assessment applies</b>	Means of escape, toilets, dining area, kitchenettes, office space, breakout rooms.
<b>Part 4 - Brief description of the scope and purpose of the Fire Risk Assessment</b>	Life Safety (as agreed spec)
<b>Part 4b - Limitations of FRA</b>	See Limitations Statement
<b>Part 5 - Effective Date of the Fire Risk Assessment</b>	12 Jan 2024
<b>Part 6 - Recommended Date for Reassessment of the premises</b>	12 Jan 2026
<b>Part 7 - Unique Reference Number of this Certificate (Job Number)</b>	173592

Signed for on behalf of the Issuing Certified Organisation

James Hutton



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**Dated:**

12 Jan 2024

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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@bafep.org.uk](mailto:info@bafep.org.uk) | [www.bafep.org.uk](http://www.bafep.org.uk)

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## Media summary



Photo 1

*R. J. [unclear]*

Photo 2

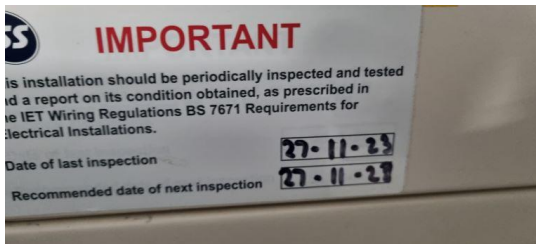


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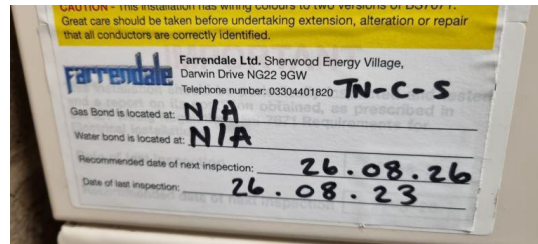


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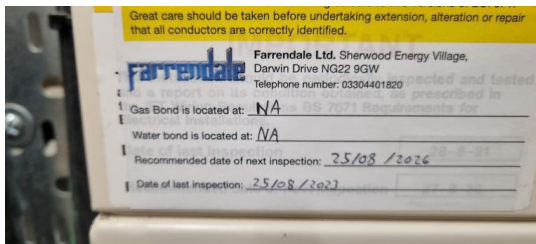


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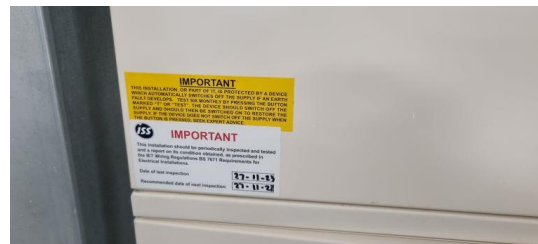


Photo 6



Photo 7



Photo 8

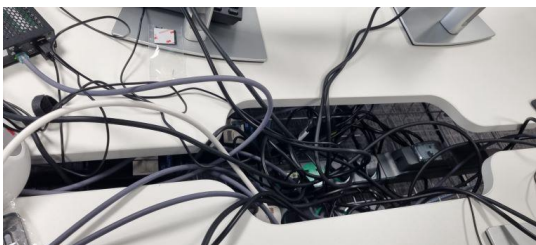


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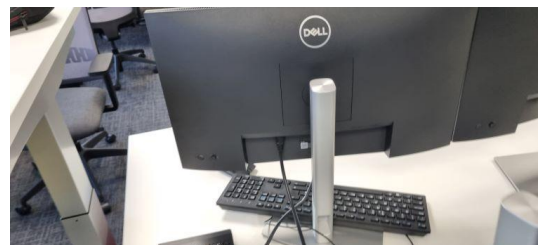


Photo 10



Photo 11



Photo 12



Photo 13



Photo 14



Photo 15



Photo 16

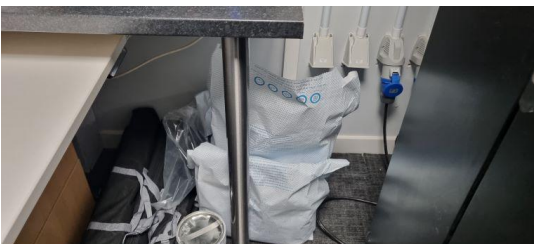


Photo 17



Photo 18





Photo 19



Photo 20



Photo 21



Photo 22



Photo 23

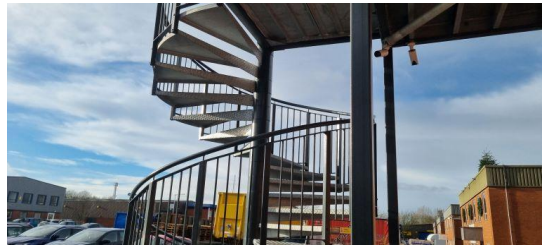


Photo 24



Photo 25



Photo 26



Photo 27



Photo 28



Photo 29



Photo 30



Photo 31



Photo 32



Photo 33



Photo 34



Photo 35



Photo 36





Photo 37



Photo 38



Photo 39



Photo 40



Photo 41



Photo 42



Photo 43



Photo 44



Photo 45



Photo 46



Photo 47



Photo 48



Photo 49



Photo 50



Photo 51

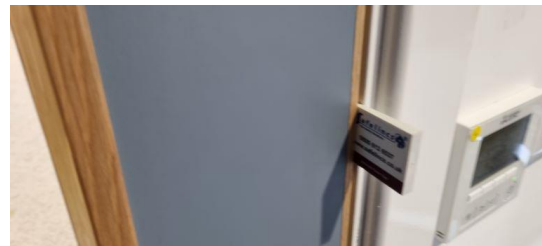


Photo 52



Photo 53



Photo 54



Photo 55

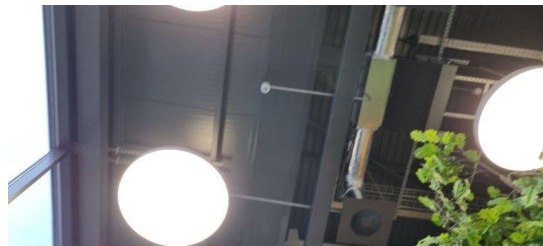


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Photo 57

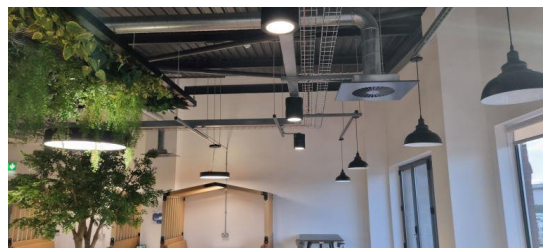


Photo 58



Photo 59



Photo 60





Photo 61

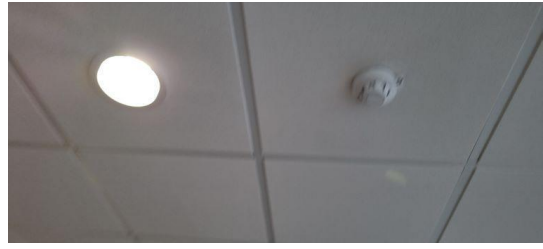


Photo 62



Photo 63



Photo 64



Photo 65



Photo 66

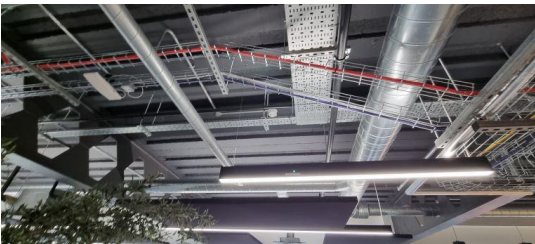


Photo 67



Photo 68



Photo 69



Photo 70



Photo 71



Photo 72



Photo 73

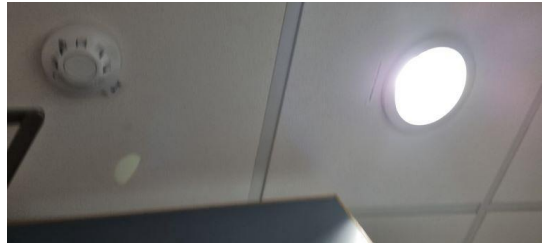


Photo 74



Photo 75



Photo 76





Photo 77



Photo 78



Photo 79



Photo 80



Photo 81



Photo 82



Photo 83



Photo 84



Photo 85



Photo 86



Photo 87



Photo 88

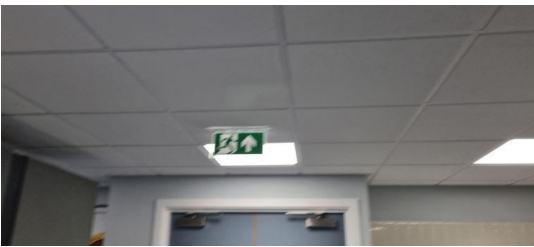


Photo 89



Photo 90



Photo 91



Photo 92



Photo 93



Photo 94



Photo 95



Photo 96

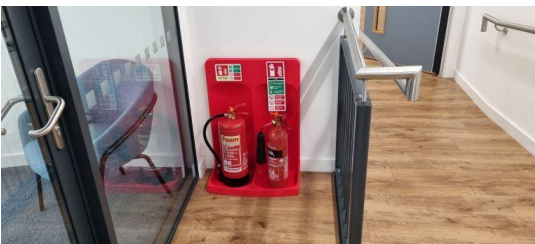


Photo 97



Photo 98





Photo 99



Photo 100



Photo 101



Photo 102



Photo 103



Photo 104



Photo 105



Photo 106



Photo 107



Photo 108



Photo 109

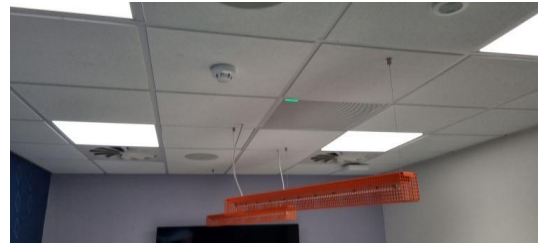


Photo 110



Photo 111



Photo 112



Photo 113



Photo 114



Photo 115



Photo 116

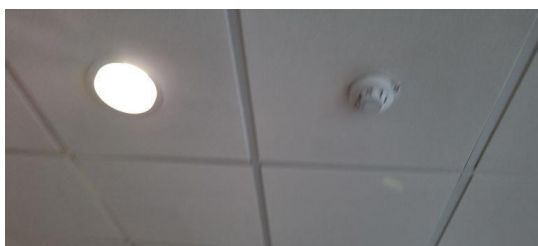


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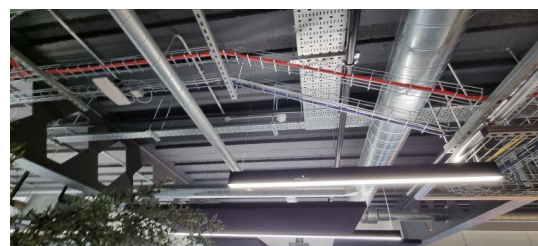


Photo 118





Photo 119



Photo 120



Photo 121



Photo 122



Photo 123



Photo 124

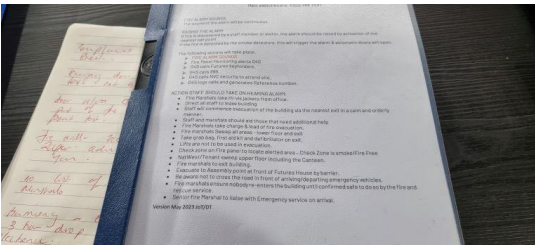


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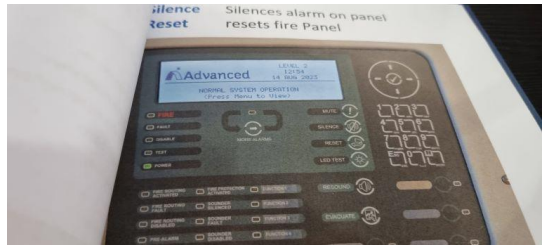


Photo 126



Photo 127



Photo 128



Photo 129



Photo 130



Photo 131



Photo 132

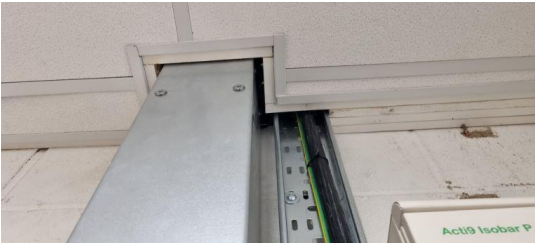


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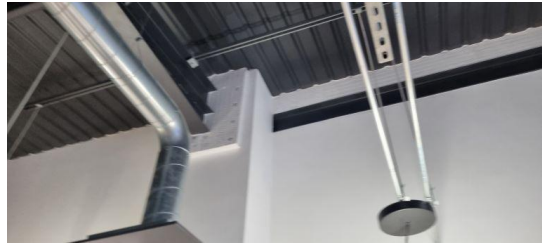


Photo 134



Photo 135



Photo 136



Photo 137



Photo 138



Photo 139

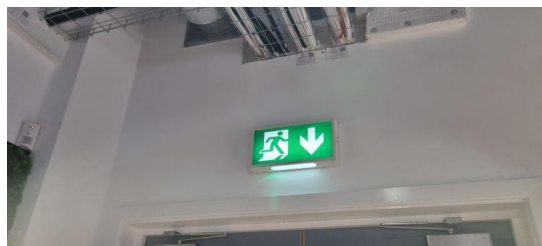


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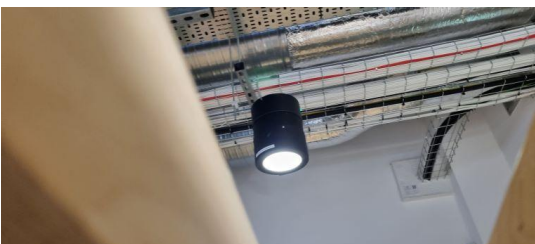


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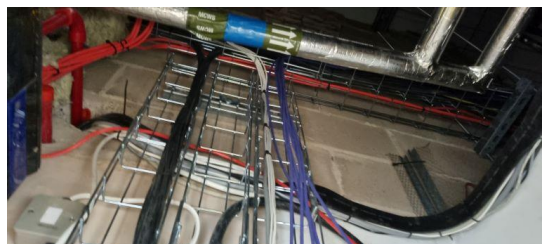


Photo 142





Photo 143



Photo 144



Photo 145



Photo 146



Photo 147



Photo 148



Photo 149



Photo 150

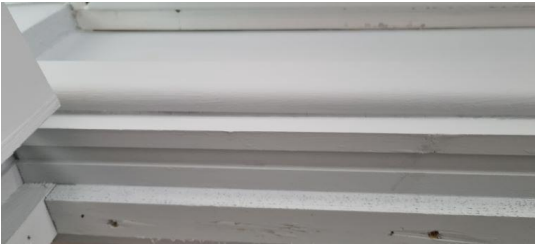


Photo 151



Photo 152



Photo 153

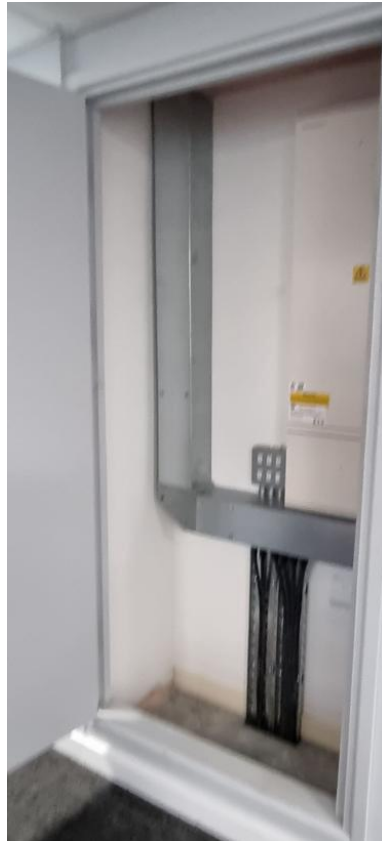


Photo 154



Photo 155



Photo 156



Photo 157



Photo 158



Photo 159



Photo 160



Photo 161

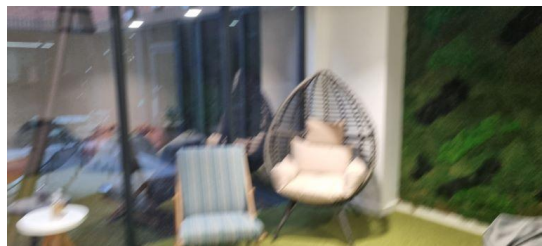


Photo 162



Photo 163



Photo 164





Photo 165



Photo 166



Photo 167

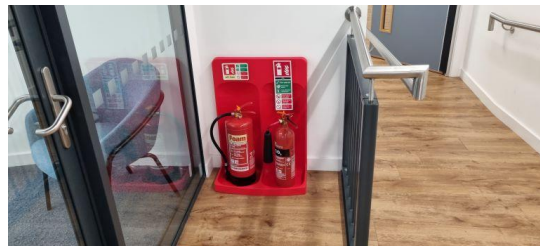


Photo 168



Photo 169

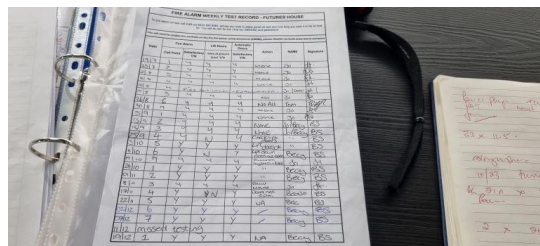


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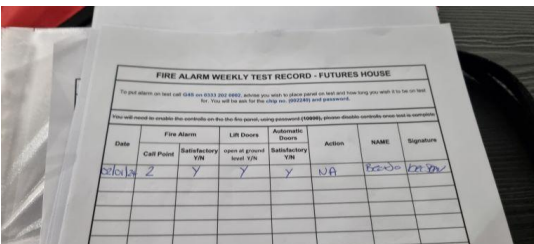


Photo 171



Photo 172





Photo 173



Photo 174



Photo 175

Person's Name	Training	Training Date
John	Robinson	Fire Marshall Training
John	Robinson	Fire Marshall Training
Christina	Zinke	Fire Marshall Training
David	Zinke	Fire Marshall Training
Paul	Wagner	Fire Marshall Training
Emily	Hopworth	Fire Marshall Training
Neil	Irwin	Fire Marshall Training
Calum	Lovedge	Fire Marshall Training
Emily	Riley	Fire Marshall Training
Joe	Roberts	Fire Marshall Training
Mamnoon	Sandhu	Fire Marshall Training
Delroy	Wynne	Fire Marshall Training
Jo	Thompson	Fire Marshall Training
Betsy	Stanley	Fire Marshall Training
Mark	Leach	Fire Marshall Training
Shy	Jackson	Fire Marshall Training
Kerry	Gerrard	Fire Marshall Training
John	Blaithwick	Fire Marshall Training

Photo 176

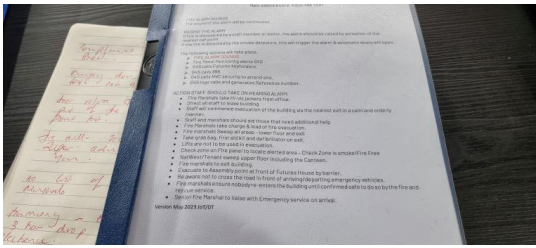


Photo 177



Photo 178

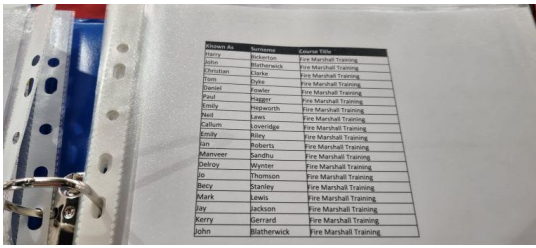


Photo 179