ACCENT HOUSING - FIRE RISK ASSESSMENT



Region :	**South**
Scheme Name :	**31-34 Burchetts Close**
Scheme Address :	**Haywards Heath West Sussex RH16 4RJ**
Date of Assessment:	**28/09/2026**
Date of Next Assessment:	**28/09/2029**
FRA Frequency:	**3 Year Re-Assessment under the Regulatory Reform (Fire Safety) Order 2005**
Fire & Safety Assessor	**Gary Bredin AIFireE DipFD**

This Fire Risk Assessment has been conducted upon the instruction of Accent Housing.

Scheme Details		31-34 Burchetts Close
Region:		South
Scheme Name:		31-34 Burchetts Close
Site Address:	**Street:**	Haywards Heath
	Town:	West Sussex
	Post Code:	RH16 4RJ
Block & Asset No.		Asset No.25257
Date of this Assessment		28/09/2026
Date of Next Review		28/09/2029
Fire Risk Assessment Frequency		3 Years
Purpose of Fire Risk Assessment		3 Year Re-Assessment under the Regulatory Reform (Fire Safety) Order 2005
Fire & Safety Assessor		Gary Bredin AIFireE DipFD
Director of Customer Experience		Conan McKinley
Housing Partner Manager		Helena O Neil
Contract Manager		Ricky Cronshey
Use of Building		General Needs living Sleeping accommodation
Approximate Number of occupants		Approx 10
Occupancy Profile		Families
Familiarity of the occupants		Fully Familiar
Likely state of the Occupants		Sleeping Familiar
PEEPs in place where necessary		N/A
Number of on-site Accent staff		None
Number of other (non-Accent) staff		Contract cleaners in common areas
Support Agency (Supported Housing)		N/A
Current Evacuation Strategy.		Stay Put (Stay Safe) Evacuation
Evidence that residents have been notified of the evacuation procedure		Fire Evacuation notices displayed in common areas and in place
History of fires in the building		None
Scope of Assessment		Type 1 (Common Parts Only - Non Destructive)
Applicable Fire Safety Guidance		Purpose-built flats guide

Building Details	31-34 Burchetts Close
Construction Date	1989
Construction Type	Joisted or Load Bearing Masonry (Traditional)
Roof Finish	Pitched-Concrete Tile
External Wall Finish	Brick
Are there any areas of external wall cladding	No
Are there any balconies	No
Conversion or purpose-built	Purpose Built
Number of flats (self-contained)/rooms (HMOS, shared houses)	4 Self contained flats.
Number of storeys above ground Not including Basements	Two
Number of storeys below ground	None
Is there a habitable basement?	No
Number of internal Staircases per Block (protected or unprotected?)	One-Unprotected
Number of External Staircases per Block	None
External Balcony part of escape route?	No
Unusual features	None
Building complexity	Simple
Building Access Conditions for Fire Brigade	Vehicular Access to one or more elevations
Surroundings: Residential/Commercial	Residential
Fire Provision Currently in Place	
Fire Detection and Warning System	Flats only
Grade of fire alarm (Flats)	Grade D
Category of fire alarm (Flats)	LD3 Minimum Protection
Grade of fire alarm (Communal)	N/A
Category of fire alarm (Communal)	N/A
Additional Comments:	
Evacuation Alert System (EAS)	Not Fitted
Emergency Lighting Provision	Non Maintained System - Communal areas
Additional Comments:	
Portable Fire Extinguishers	None fitted
Additional Comments:	
Fixed Fire Fighting Installations	None fitted
Additional Comments:	

Significant Findings - Fire						
31-34 Burchetts Close					28/09/2026	
Action Ref:	Potential Area of Fire Risk	Yes-No-N/A	Observation/Comments/ Actions Required	Risk Rating	Target Completion Date	Referred To:
Fire Hazards						
1	**Electrical Sources of Ignition:**					
1.1	Electrical Installation within common areas (Fixed Wiring, sockets, switches, light fittings) in good condition and no obvious damage	Yes	All common area sockets and fittings in a satisfactory condition at the time of inspection	'		
1.2	Valid Electrical Installation Condition Reports held on file.(Common Areas)	Yes	Valid communal area EIC Reports uploaded to property file all In date at time of inspection next Inspection Date 18th September 2029	'		
1.3	Valid Electrical Installation Condition Reports held on file. (General Needs Flats)	Yes	Valid General Needs flats EIC Reports uploaded to M-Files and ActiveH.	'		
1.4	Electrical App/PA Testing - all portable appliances tested within past 12 months	N/A	There are no portable appliances within the communal area.	'		
1.5	Absence of trailing leads and adapters	Yes	None within the communal areas	'		
1.6	Mobility Scooters - Stored/charged in common areas, purpose built store/resident flat	N/A	No evidence or reports that any of the residents own a mobility scooter	'		
2	**Smoking:**					
2.1	Are there any risks associated with smoking in the building?	No	Smoking is not allowed within the communal areas. Smoking is only permitted within flats. There are smoking signs present within the communal areas.	'		
3	**Arson:**					
3.1	Adequate security against arson?	Yes	Electronic door entry system in place.	'		
3.2	Is there an absence of unnecessary fire load in close proximity to building?	Yes		'		

4	**Heating Installations (Portable/fixed) Gas Installations - Common Areas & General Needs Residential flats.**					
4.1	If portable heaters are used, are there suitable controls?	N/A	There are no portable heaters within the communal area.	'		
4.2	Are fixed heating installations subject to regular maintenance?	N/A		'		
4.3	Valid LGSC held on file for each residential flat that contains gas appliances.	N/A	No Gas supply within the communal area.	'		
5	**Cooking:**					
5.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A	Cooking only permitted within flats	'		
5.2	Where there is extraction ventilation in communal kitchens are filters changed/ cleaned and ductwork cleaned regularly?	N/A		'		
6	**Lightning Protection System:**					
6.1	Does the building have a lightning protection system, If so, is it adequately maintained?	N/A	No lightning conductor system fitted	'		
7	**Housekeeping:**					
7.1	Is the standard of housekeeping adequate?	Yes		'		
7.2	Are all electrical/intake/service cupboards secure and free from general waste, contractors waste and residents personal items.	Yes		'		
7.3	Are combustible materials separated from ignition sources and stored appropriately?	Yes		'		
7.4	Are unnecessary accumulations of combustible materials or waste avoided?	Yes		'		
7.5	Are hazardous materials stored appropriately (i.e. oxygen cylinders, flammable materials, explosive products, oxidising products, aerosols)	N/A	No evidence of hazardous materials stored on site	'		
8	**Furniture/furnishings on escape routes and other communal areas:**					
8.1	Furniture/furnishings in good condition, fire retardant and complies with 1988 Regulations.	N/A	Furniture not permitted in communal areas at general needs schemes	'		

9	**Other Significant Fire Hazards:**					
9.1	Are there other significant fire hazards that are inadequately controlled?	No		'		
Fire Protection Measures						
10	**Means of Escape from Fire:**					
10.1	Is it considered that the building is provided with reasonable means of escape in case of fire?	Yes		'		
10.2	Escape routes unobstructed and safe to use?	Yes	There were no obstructions on the means of escape at the time of inspection.	'		
10.3	Exits easily and immediately openable where necessary, without a key?	Yes		'		
10.4	Reasonable distances of travel where there is a single/alternative direction of travel?	Yes		'		
10.5	Escape routes lead to final exits and open in direction of escape where necessary?	Yes		'		
10.6	Do failsafe's on locked exit doors function correctly?	Yes		'		
10.7	Is it considered that the building is provided with reasonable arrangements for means of escape for disabled people?	Yes		'		
11	**Measures to Limit Fire Spread and Development:**					
11.1	Is it considered that the compartmentation is of a reasonable standard?	Yes		'		
11.2	Is there reasonable limitation of surface finishes that might promote fire spread (walls, floors, ceilings)?	Yes		'		
11.3	Are fire dampers/shutters provided in ducts/refuse chutes to protect means of escape against fire, smoke and combustion products?	N/A	None fitted within this scheme	'		
11.4	Compartmentation within roof spaces of a satisfactory standard?	N/A	This area was not checked during the audit.	'		
11.5	Loft hatches fire resisting?	Yes		'		

11.6	Fire stopping above cross-corridor fire doors within suspended ceiling void of a satisfactory standard	Yes		'		
11.7	Smoke Control Systems (AOV's) Are records of annual testing available?	N/A	No Automatic vents fitted at this scheme	'		
11.8	Roller shutter doors (fire resisting)	N/A	Not fitted at this scheme.	'		
11.9	Do the external walls, windows, balconies etc pose a risk of significant fire spread?	No		'		
12	**Communal Area Fire Doors (Inspection to include - construction, hinges, closure devices, intumescent/smoke seal condition, glazing systems and maximum gaps between door and frame.**					
12.1	Communal fire doors to FD30s standard and in a serviceable condition,	Yes		'		
12.2	"Fire door keep shut/locked" signage displayed on both sides of all applicable doors.	Yes		'		
12.3	Hold open devices operate at the sounding of the alarm and are in a serviceable condition	N/A	No Hold open devices at this scheme	'		
13	**Flat entrance doors (Internal Common Areas)**					
13.1	Do flat entrance doors open onto internal escape routes?	Yes	'			
14	**Flats with a single direction of escape to a single escape stairway. (External Balcony)**					
14.1	Do the flat entrance doors that open onto an external balcony have to be passed during an escape?	N/A		'		
14.2	Are the separating walls between the flats and the balcony floor that have to be passed during an escape, fire-resisting up to a height of 1.1m?	N/A		'		
15	**Emergency Escape Lighting:**					
15.1	Is the emergency lighting correctly specified and installed as per BS 5266-1:2016	Yes		'		
15.2	Are all emergency lighting units in good condition and securely fixed to walls/ceilings	Yes	All in good condition at the time of inspection.	'		

15.9	Are records of monthly testing available?	Yes	Monthly test certs uploaded to M-Files and ActiveH	'		
15.10	Are records of annual testing available?	Yes	Annual test certs uploaded to M-Files and ActiveH In date at time of inspection. Last test date : - 17 th July 2026	'		
16	**Fire Safety Signs and Notices:**					
16.1	Are the correct Fire Action/Advice notices displayed in prominent locations within the common areas?	Yes	The correct Notices are displayed throughout the scheme.	'		
16.3	Directional fire escape signage in place and adequate?	Yes		'		
16.4	Is there a suitable LIFT sign i.e. do not use in case of fire.	N/A	No lift present.	'		
17	**Means of giving Warning in case of Fire:**					
17.1	Is the fire detection and warning system appropriate for the occupancy and fire risk?	N/A	Ther are no detectors within the communal area. This scheme has a stay put evacuation policy. it is unnecessary and undesirable for a communal fire alarm system to be provided.	'		
17.2	Is the fire detection and warning system correctly specified and installed as per BS 5839-1:2017	N/A		'		
17.3	Is the fire detection and warning system maintained/tested and all certificates saved on file. (BS 5839-1:2017)	N/A		'		
17.4	Are there heat detectors located in the Kitchen, Boiler, Plant Room and Laundry?	N/A		'		
17.5	Is the fire alarm panel remotely monitored, and if so are there records of regular testing?	N/A	No Fire alarm Panel at this scheme	'		
17.6	Are smoke/heat detectors within General Needs flats subject to an annual inspection and the results recorded on an in date Landlord Gas Safety Record (LGSR)	N/A		'		
18	**Fire Extinguishing Equipment:**					

18.1	Portable fire extinguishers - appropriate type/number/position?	N/A		'		
18.2	Correct signage displayed by each fire extinguisher?	N/A		'		
18.3	Fire blanket in communal kitchen, secured to the wall, complete with signage?	N/A		'		
18.4	Hose Reels - fitted, maintained?	N/A		'		
18.5	Dry/wet risers - Full access to all inlet/outlet boxes. All inlet/outlets secured and/or securing straps fitted to outlet valves?	N/A		'		
18.6	Records available of fire fighting equipment servicing within past 12 months	N/A		'		
19	**Management of Fire Safety**					
19.1	Are there suitable arrangements for summoning the fire service?	Yes	Residents responsible for calling fire service	'		
19.2	Do relevant staff carry out regular fire safety checks	Yes		'		
19.3	Sheltered Schemes & Regional Offices - Are there sufficient number of qualified Fire wardens.	N/A		'		
19.4	Offices - Are there suitable arrangements for ensuring the premises are evacuated?	N/A		'		
19.5	Offices - Are there suitable arrangements for evacuating disabled people?	N/A		'		
19.6	Offices - Are there suitable arrangements for meeting the fire service on arrival and providing relevant information?	N/A		'		
19.7	Offices/IL Schemes - Is there a suitable assembly point?	N/A		'		
19.8	Offices - Are fire drills carried out at appropriate intervals?	N/A		'		
20	**Evacuation Policy**					
20.1	Taking the findings of the FRA into account, is the evacuation policy appropriate for the scheme?	Yes	The evacuation policy is correct for this type of building. The flats were Purpose built to allow residents to stay safely within there flats.	'		

Photographs - Fire	
28/09/2026	31-34 Burchetts Close



Photo No. 1	Electronic door entry system in place in all blocks.



Photo No. 2	Evacuation posted throughout the building.

Photographs - Fire	
28/09/2026	31-34 Burchetts Close



Photo No. 3	Satisfactory Signage throughout the block.



Photo No. 4	The electrical cupboard located in the main entrance.

Photographs - Fire	
28/09/2026	31-34 Burchetts Close



Photo No. 5	Loft hatches in the communal areas were all Fire Rated.



Photo No. 6	Bin areas located away from the building.

6. Risk Calculator - Fire

The following risk estimator is based on the general health and safety risk level estimator contained within BS 8800: 1996. Guide to occupational health and safety management systems.

1. Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from the fire (the probability of ignition) at this building is:

(please insert x below)

LOW		MEDIUM	X	HIGH	

2. Taking into account the nature of the building, the occupants, the fire protection afforded and any procedural arrangements observed at the time of the assessment, it is considered that the consequences for life safety in the event of a fire would be:

(please insert x below)

MINOR		MAJOR	X	CRITICAL	

The definition of the above terms is as follows:

FRA Review Frequency

MINOR	Outbreak of fire is unlikely to result in serious injury or death of any occupant (other than the occupant sleeping in a bedroom in which a fire occurs).
MAJOR	An outbreak of fire could result in injury of one or more occupants, but is unlikely to lead to fatalities.
CRITICAL	There is significant potential for serious injury or death of one or more occupants.

3. The above estimates are then read into the following matrix table to give the overall risk level for the site:

Fire Hazard	Minor	Major	Critical
Low	Trivial	Tolerable	Moderate
Medium	Tolerable	Moderate	Substantial
High	Moderate	Substantial	Intolerable

When the level of risk is established, the action level can be read from the table below:

Risk Level	Guide to actions and appropriate timescales
Trivial	No action is required
Moderate	Efforts should be made to reduce the risk level and this should be carried out within the specified time periods.
Substantial	Considerable resources may have to be allocated to reduce the risk level. It may be necessary to limit the occupation of some parts until urgent remedial action is
Intolerable	The building (or the relevant area) should not be occupied until the risk is reduced.