

28 Aug 2025

Fire Risk Assessment Report



This report shows all the responses to the Fire Risk Assessment survey, including raised tasks.

Asset ID: 24568 **Windsor Court**

Cover Sheet

Photo



Date of Fire Risk Assessment	28 Aug 2025
Date of Next Fire Risk Assessment	21 Dec 2028
FRA Frequency (Months)	36
Purpose of Fire Risk Assessment	Annual Re-Assessment
Type of Fire Risk Assessment	Type 1 (Common Parts Only - Non Destructive)
Fire & Safety Assessor	Gary Bredin AlfirE

It is sensible to have arrangements in place to ensure the consistency of Fire Risk Assessments in terms of the assessment of risk and mitigations proposed. In this regard Accent peer validate around 20% of reports, which are available within our audit system.

The Scheme

Scheme Name	Windsor Court
Scheme Address	Windsor Court
Postcode	GU24 8LH
Region	South
Scheme Manager	Holly Grinnell
Scheme Tel. No	-
Scheme Inspection Completed	No
Enforcing Fire Authority	Surrey fire and rescue service
Other staff in attendance	None
Number of on-site Accent staff	None
Number of other (non-Accent) staff	Contract Cleaners in common areas

The Building

Accommodation Type	CAT2 Housing for Older People (S28), Garage and Car Parking Bays (S45)
Build Date	Jan 1 1966
Number Of Homes	62
Homes breakdown	Bedsit, Flat, Garage
External wall construction	Concrete Block, Facing Brick, Facing Brick
External wall finish	Cement Render, Facing Brick
Roof construction	Timber
Roof covering	Flat Roof, Interlocking Pitched
PEEPs in place where necessary	N/A
Current Evacuation Strategy	Stay Put (Delayed) Evacuation
Conversion or purpose-built	Purpose Built
Number of storeys	2, 3
Number of floors on which car parking is provided	0
Is there a habitable basement?	No
Number of internal Staircases (protected or unprotected?)	One unprotected
Number of External Staircases	None
External Balcony part of escape route?	N/A
Unusual features	None
Building Access Conditions for Fire Brigade	Vehicular Access to one or more elevations

Asset ID: 24568 Windsor Court

Fire Detection and Warning System	Flats only
Grade of fire alarm	Grade D
Category of fire alarm	LD3 Minimum Protection
Emergency Lighting Provision	Non Maintained System - Common Areas
Portable Fire Extinguishers supplied/fitted	No
Fixed Fire Fighting Installations	No

Customers

Number of occupants	20
Occupant tenure type breakdown	CAT2 Housing for Older People, Garage and Car Parking Bays, General Needs, Sheltered Schemes

Fire Safety Related Customer Safety Servicing

Overdue communal gas safety checks	0
Overdue domestic gas safety checks	0
Overdue communal electrical condition checks	0
Overdue domestic electrical condition checks	0
Overdue alarm call pull chord tests	0
Overdue communal PAT testing	0
Overdue customer mobility scooter PAT testing	0
Overdue Monthly Emergency Lighting Switch Tests	2
Overdue Annual Emergency Lighting tests	1
Overdue Weekly Fire Alarm Testing	1
Overdue Fire Panel - Six Monthly Testing	1
Overdue Fire Safety Equipment tests	

Building Fire Safety Surveys - Communal Doors

Failing Communal Fire Doors	0
Communal Fire doors due for replacement within 5 years	0

Dwelling Doors

Failing Dwelling Fire Doors	0
Dwelling Fire doors due for replacement within 5 years	0

Fire Risk Assessment Survey Results

Scheme and Building Information

Photo



Date of Fire Risk Assessment	14/11/2024
FRA Frequency (Months)	36
Purpose of Fire Risk Assessment	Annual Re-Assessment
Type of Risk Assessment	Type 1 (Common Parts Only - Non Destructive)
Quantity	1
Fire & Safety Assessor	Gary Bredin AlfirE
Enforcing Fire Authority	Surrey fire and rescue service
Scheme Tel. No	-
Other staff in attendance	None
Number of on-site Accent staff	None
Number of other (non-Accent) staff	Contract Cleaners in common areas
Scheme Inspection completed	No
Number of occupants	20
Personal Emergency Evacuation Plans in place	N/A
Current Evacuation Strategy	Stay Put (Delayed) Evacuation
Conversion or purpose-built	Purpose Built
Number of Storeys	3
Number of floors on which car parking is provided	0
Is there a habitable basement?	No
No. of internal staircases (protected/unprotected)	One unprotected
Number of external staircases	None
External balcony part of escape route?	N/A
Unusual features	None

Fire Risk Assessment Survey Results

Building access conditions for Fire Brigade	Vehicular Access to one or more elevations
Surroundings: Residential/Commercial	Residential
Fire Detection and Warning System	Flats only
Grade of Fire Alarm	Grade D
Category of Fire Alarm	LD3 Minimum Protection
Emergency Lighting Provision	Non Maintained System - Common Areas
Portable Fire Extinguishers / Fire Blankets supplied / fitted	No
Water Extinguisher(s) present	No
Foam Extinguisher(s) present	No
Dry Powder Extinguisher(s) present	No
Carbon Dioxide Extinguisher(s) present	No
Fire Blanket(s) present	No
Fixed Fire Fighting Installations supplied / fitted	No
Dry Riser(s) present	No
Wet Riser(s) present	No
Sprinkler System present	No
Hosereel(s) present	No
Automatic Opening Vent(s) present	No

Electrical Sources of Ignition

Electrical installation within common areas in good condition and no obvious damage?	Yes
Comment	
Valid Electrical Installation Condition Reports held on file ? (Common Areas & General Needs Flats)	Yes
Comment	Last test July 2025
Electrical App/PA Testing - tested within past 12 months?	N/A
Comment	
Absence of trailing leads and adapters?	Yes
Comment	
Evidence that mobility scooters are not being stored/charged in common areas?	No
Comment	
Is there a purpose built mobility scooter store/charging area?	No

Comment

Does the building have a lightning protection system? No

Comment

Gas installations

Is there a commercial/domestic gas supply to the scheme? Yes

Comment

Valid LGSR held on file for fixed communal area gas appliances? (Boilers) Yes

Comment Last test July 2025

Valid LGSR held on file for residential flats that contains gas appliances?

Comment

Are smoke/heat detectors within General Needs flats subject to an annual inspection and the results Yes

Comment

Other Sources of Ignition

Is there a no smoking policy in place, which is enforced and adhered to? Yes

Comment

Adequate security against arson? Yes

Comment

Are refuse/recycling bin areas managed and suitably located? Yes

Comment

Are there communal cooking facilities at this scheme? No

Comment

Housekeeping

Are all electrical/intake/service cupboards secure and free from general waste, contractors waste and residents personal items? No

Comment This requires clearing as contains contractors old fittings. Job raised.

Are unnecessary accumulations of combustible materials or waste avoided? Yes

Comment

Are combustible materials and substances separated from ignition sources and stored appropriately? N/A

Comment

Furniture/furnishings in good condition, fire retardant/resistant and comply with modern standards and regulations?

Yes

Comment

Observation	Priority	Referred To	Required By:	Task ID
Electrical cupboard requires clearing of contractors items. Job raised.				



Observation	Priority	Referred To	Required By:	Task ID
Satisfactory location of the bin store				



Other Significant Fire Hazards

Are all other significant fire hazards adequately controlled?

No

Comment

Means of Escape from Fire

Is it considered that the building is provided with reasonable means of escape in case of fire?

Yes

Comment

Escape routes unobstructed and safe to use?

Yes

Comment

All areas were clear at the time of the audit

Exits immediately openable without a key and/or failsafe's function correctly?

Yes

Comment

Reasonable distances of travel where there is a single/alternative direction of travel?

Yes

Comment

Escape routes lead to final exits and open in direction of escape where necessary?

Yes

Comment

Observation	Priority	Referred To	Required By:	Task ID
All areas were clear at the time of the audit				



Fire Spread and Development

Is it considered that the compartmentation is of a reasonable standard?

Yes

Comment

Is there reasonable limitation of surface finishes that might promote fire spread (walls, floors, ceilings)?

Yes

Comment

Are fire dampers/shutters provided in ducts/refuse chutes to protect means of escape against fire, smoke and combustion products?

No

Comment

As far as can be reasonably ascertained, is the compartmentation within roof spaces of a satisfactory standard?

This area was not checked during the inspection due to working at nights and loan working

Comment

Loft hatches fire resisting?

Yes

Comment

As far as can be reasonably ascertained, is the fire stopping above cross corridor fire doors within suspended ceiling void of a satisfactory standard?

Yes

Comment

Do external walls, doors, windows and anything attached to the exterior, limit fire spread?

Yes

Comment

If Smoke Control Systems (AOV's) are fitted, are the records of annual testing available?

No

Comment

Are roller shutter doors that are required to be FR, fire resisting and self-closing?

No

Comment

Observation	Priority	Referred To	Required By:	Task ID
Loft hatch complies to the latest standards				
				

Emergency Escape Lighting

Is the emergency lighting correctly specified and installed as per current standards?

Yes

Comment

Emergency lighting units in good condition and securely fixed to walls/ceilings?

Yes

Comment

Records of monthly/annual testing available?

Yes

Comment

Last drop test August 2025

Fire Safety Signs and Notices

Are the correct Fire Action/Advice notices displayed in prominent locations within the common areas?

Yes

Comment

These are posted throughout the building

Directional fire escape signage in place and adequate?

Yes

Comment

Is there suitable LIFT signage i.e. do not use in case of fire?

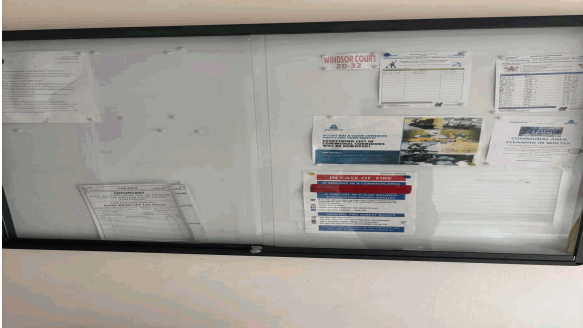
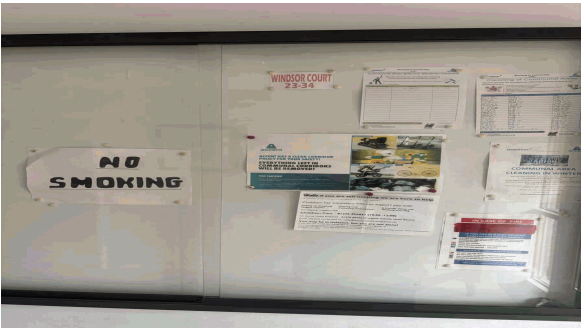
Yes

Comment

Do common area fire doors display the correct signage on both sides where applicable?

Yes

Comment

Observation	Priority	Referred To	Required By:	Task ID
Emergency action notices are posted throughout the buildings				
				
				
Observation	Priority	Referred To	Required By:	Task ID
Rest bite furniture complies to the latest standards.				
				
				
Means of giving Warning in case of Fire				
Is the scheme fitted with a communal area fire alarm?		No		
Comment				
Fire Extinguishing Equipment				
Is fire extinguishing equipment and/or fixed fire fighting installations provided at this scheme?		No		
Comment				
Management of Fire Safety				
Are these premises regulated by the Building Safety Regulator under the Building Safety Act?		No		
Comment				
Are there other Responsible Persons who share or have fire safety duties in respect of the premises?		No		
How will this sharing be achieved?				

Is an office or IL scheme being inspected? No

Comment

Passenger Lift

Is the scheme fitted with a passenger lift? Yes

Comment Stair lift only

Is the lift in full working order at the time of the FRA? Yes

Comment

Is the lift fitted with a firefighters switch? N/A

Comment

Servicing and insurance inspection - Evidence of regular servicing/maintenance? Yes

Comment Last test June 25

Premises Inspection Box

Is there a premises information box for fire & rescue service use? No

Comment

Evacuation Policy

Are there suitable arrangements for summoning the fire service? Yes

Comment It's the responsibility of customers to summon the emergency services

Taking FRA findings, is the evacuation policy appropriate for the scheme as per latest guidance? Yes

Comment

Engagement with Residents

Has information of fire procedures been disseminated to residents? Yes

Comment

Is general fire safety information disseminated to residents? Yes

Comment

FRA Frequency

Taking the findings of this assessment into account, is the frequency of the FRA correct? Yes

Comment

Miscellaneous

Are there any other observations/actions to raise that are not covered above.

No

Are there fire related remedial works required at this property, that will affect the fabric of the building?

No

Comment

Were there any unsatisfactory aspects of the Fire Risk Assessment?
(Visible on Building Safety Report).

No

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:

LOW



MEDIUM



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:

MINOR



MAJOR



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 taken.
Intolerable	The building (or the relevant area) should not be occupied until the risk is reduced.

The Overall Risk Level for this asset is:

Trivial