

14 Aug 2025

Fire Risk Assessment Report



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

Asset ID: 33419 **Lodge Square Cow Lane, Burnley**

Cover Sheet

Photo



Date of Fire Risk Assessment

14 Aug 2025

Date of Next Fire Risk Assessment

14 Aug 2026

FRA Frequency (Months)

12

Purpose of Fire Risk Assessment

Annual Re-Assessment

Type of Fire Risk Assessment

Type 1 (Common Parts Only - Non Destructive)

Fire & Safety Assessor

Ian Potter

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	
Scheme Address	Lodge Square Cow Lane, Burnley
Postcode	BB11 1NN
Region	North West
Scheme Manager	
Scheme Tel. No	N/A
Scheme Inspection Completed	No
Enforcing Fire Authority	Lancashire
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	Lodge House (L30)
Build Date	
Number Of Homes	0
Homes breakdown	
External wall construction	
External wall finish	
Roof construction	
Roof covering	
PEEPs in place where necessary	N/A
Current Evacuation Strategy	Full (Simultaneous) Evacuation
Conversion or purpose-built	Conversion
Number of storeys	3
Number of floors on which car parking is provided	0
Is there a habitable basement?	No
Number of internal Staircases (protected or unprotected?)	2 protected
Number of External Staircases	0
External Balcony part of escape route?	No
Unusual features	None fitted
Building Access Conditions for Fire Brigade	Vehicular Access to one or more elevations

Fire Detection and Warning System	Common areas only
Grade of fire alarm	Grade A
Category of fire alarm	LD2 Additional Protection
Emergency Lighting Provision	Mixed system - Common areas
Portable Fire Extinguishers supplied/fitted	Yes
Fixed Fire Fighting Installations	No

Customers

Number of occupants	10
Occupant tenure type breakdown	

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	0
Overdue Annual Emergency Lighting tests	0
Overdue Weekly Fire Alarm Testing	0
Overdue Fire Panel - Six Monthly Testing	
Overdue Fire Safety Equipment tests	1

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	14/08/2025
FRA Frequency (Months)	12
Purpose of Fire Risk Assessment	Annual Re-Assessment
Type of Risk Assessment	Type 1 (Common Parts Only - Non Destructive)
Quantity	1
Fire & Safety Assessor	Ian Potter
Enforcing Fire Authority	Lancashire
Scheme Tel. No	N/A
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	10
Personal Emergency Evacuation Plans in place	N/A
Current Evacuation Strategy	Full (Simultaneous) Evacuation
Conversion or purpose-built	Conversion
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)	2 protected
Number of external staircases	0
External balcony part of escape route?	No
Unusual features	None fitted

Fire Risk Assessment Survey Results

Building access conditions for Fire Brigade	Vehicular Access to one or more elevations
Surroundings: Residential/Commercial	Retail
Fire Detection and Warning System	Common areas only
Grade of Fire Alarm	Grade A
Category of Fire Alarm	LD2 Additional Protection
Emergency Lighting Provision	Mixed system - Common areas
Portable Fire Extinguishers / Fire Blankets supplied / fitted	Yes
Water Extinguisher(s) present	No
Foam Extinguisher(s) present	Yes
Dry Powder Extinguisher(s) present	Yes
Carbon Dioxide Extinguisher(s) present	Yes
Fire Blanket(s) present	Yes
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	All electrical installations appear to be in good condition at time of inspection
Valid Electrical Installation Condition Reports held on file ? (Common Areas & General Needs Flats)	Yes
Comment	Landlord responsibility - Last tested 13/10/21
Electrical App/PA Testing - tested within past 12 months?	Yes
Comment	Last tested 21st August 2025
Absence of trailing leads and adapters?	Yes
Comment	None observed at time of inspection
Evidence that mobility scooters are not being stored/charged in common areas?	Yes
Comment	None present at time of inspection
Is there a purpose built mobility scooter store/charging area?	No

Comment

Not required at this premises

Does the building have a lightning protection system?

Yes

Comment

Tested by Landlord

Is the protection system adequately maintained?

Yes

Comment

Testing arranged by Landlord

Gas installations

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

No

Comment

No gas on site

Other Sources of Ignition

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

Yes

Comment

No smoking signs present. Dedicated smoking areas provided away from the building

Adequate security against arson?

Yes

Comment

Secure entry on office door and building exits. CCTV in use. Reception staffed during office hours.

Are refuse/recycling bin areas managed and suitably located?

Yes

Comment

Away from building. Collection managed by Landlord

Are there communal cooking facilities at this scheme?

Yes

Comment

No hob or oven. Warming of food and drinks provided by kettle and microwave.

Are reasonable measures taken to prevent fires as a result of cooking?

Yes

Comment

See above

Where there is extraction in communal kitchens, are filters and ductwork changed/cleaned regularly?

N/A

Comment

Not applicable

Housekeeping

Are all electrical/intake/service cupboards secure and free from general waste, contractors waste and residents personal items?

No

Comment

General housekeeping within all areas of the office is not as good as it should be. There are boxes of paper and leaflets in all rooms and general build up of flammable items in store rooms. E-mail sent to Housing team managers to arrange a clean up 4/9/25

Are unnecessary accumulations of combustible materials or waste avoided?

Yes

Comment	see above
Are combustible materials and substances separated from ignition sources and stored appropriately?	No
Comment	Items in IT server room and printer area are in close proximity to electrical ignition sources.
Furniture/furnishings in good condition, fire retardant/resistant and comply with modern standards and regulations?	Yes
Comment	Checked

Observation	Priority	Referred To	Required By:	Task ID
General housekeeping in the office is not as good as it should be. Lots of boxes filled with paper and leaflets left lying around. Store rooms were full of flammable items. Recommend a tidy up with a designated storage area and all unwanted items disposed of	Internal - Medium			
				
				

Other Significant Fire Hazards

Are all other significant fire hazards adequately controlled?	Yes
Comment	None observed at time of inspection.

Means of Escape from Fire

Is it considered that the building is provided with reasonable means of escape in case of fire?	Yes
Comment	The office is provided with 2 means of escape in different directions, both leading to protected routes and external exits.
Escape routes unobstructed and safe to use?	No
Comment	A lightbulb has failed in the lobby between the office and the rear exit. This means the area is pitch black and presents a hazard in being able to access the door to the rear escape and creates a fall hazard as there are steps down. Repair order sent
Exits immediately openable without a key and/or failsafe's function correctly?	Yes
Comment	Checked. Panic bar on rear escape

Reasonable distances of travel where there is a single/alternative direction of travel?	Yes
Comment	All with acceptable limits for an office
Escape routes lead to final exits and open in direction of escape where necessary?	Yes
Comment	Checked

Observation	Priority	Referred To	Required By:	Task ID
Bulb in the foyer of the rear escape door requires replacing to ensure the area is illuminated should an evacuation be required.	Repair - Non Emergency			
				

Fire Spread and Development

Is it considered that the compartmentation is of a reasonable standard?	Yes
Comment	From what could be observed by lifting false ceiling panels. All additional rooms in the office are classed as inner rooms with vision panels and Fire detection.
Is there reasonable limitation of surface finishes that might promote fire spread (walls, floors, ceilings)?	Yes
Comment	All walls are either painted or natural stone.
Are fire dampers/shutters provided in ducts/refuse chutes to protect means of escape against fire, smoke and combustion products?	N/A
Comment	None fitted
As far as can be reasonably ascertained, is the compartmentation within roof spaces of a satisfactory standard?	N/A
Comment	Office on middle floor. This aspect would fall under the FRA of the whole building conducted by the Landlord.
Loft hatches fire resisting?	N/A
Comment	No Loft hatches in the office. This aspect would fall under the FRA of the whole building by the landlord.
As far as can be reasonably ascertained, is the fire stopping above cross corridor fire doors within suspended ceiling void of a satisfactory standard?	N/A
Comment	No cross corridor doors within the office area. Landlord responsibility for the whole building

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

Comment

Yes

Stone construction no cladding or balconies.

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

Comment

N/A

None fitted

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

Comment

N/A

None in office

Emergency Escape Lighting

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

Comment

Yes

2 exit lights above exit doors. All emergency lighting in the rest of the building is the responsibility of the landlord as part of their Fire Risk assessment.

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

Comment

Yes

No damage observed at time of inspection

Records of monthly/annual testing available?

Comment

No

None recorded on ActiveH. E-mail 3/9/25 sent to Tunstall to obtain certs or if not, to reinstate testing. Landlord responsible for communal lights. Evidence supplied that they are tested monthly and annually

Fire Safety Signs and Notices

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

Comment

Yes

In the office and throughout the building

Directional fire escape signage in place and adequate?

Comment

Yes

Clear illuminated signs indicating the exits from the office and through to the building exits

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

Comment

N/A

None in the office, the building has a lift which will be covered by the Landlords FRA

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

Comment

Yes

Checked

Means of giving Warning in case of Fire

Is the scheme fitted with a communal area fire alarm?

Yes

Comment	Throughout the building
Is fire detection and warning system appropriate for occupancy and fire risk, as per BS 5839-1:2017?	Yes
Comment	BS 5839 Part 1 system of detectors, sounders and call points
Is the fire detection and warning system maintained/tested and all certificates saved on file?	No
Comment	This is the responsibility of the Landlord. Evidence has been supplied of testing
Fire alarm components in good condition and securely fixed to walls/ceilings?	Yes
Comment	From what could be observed at the time of inspection.
Hold open devices operate at the sounding of the alarm and are in a serviceable condition?	N/A
Comment	None in the office
Are there heat detectors located in the Kitchen, Boiler, Plant Room and Laundry?	Yes
Comment	In the kitchen. The rest of the building is the responsibility of the landlord
Is the fire alarm panel remotely monitored, and if so are there records of regular testing?	No
Comment	See above in relation to the testing

Fire Extinguishing Equipment

Is fire extinguishing equipment and/or fixed fire fighting installations provided at this scheme?	Yes
Comment	Extinguishers provided in the office and in the communal corridors.
Portable fire extinguishers - appropriate type/number/position?	Yes
Comment	Adjacent to higher risk areas
Correct signage displayed by each fire extinguisher?	Yes
Comment	Checked
Fire blanket in communal kitchen, secured to the wall, complete with signage?	Yes
Comment	Checked
Dry risers - Inlet/outlet boxes secured and/or securing straps fitted to outlet valves?	N/A
Comment	None fitted
Records available of fire fighting equipment servicing within past 12 months?	Yes
Comment	All tested November 2024

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?

Yes

Have all details required by regulations been shared with all other Responsible Persons?

Yes

Comment

Landlord responsible for this

Have all details required by regulations to be shared with us from other Responsible Persons been received and recorded?

Yes

Comment

Documents received from Landlord

Will this FRA be shared with all other Responsible Persons for the premises?

Yes

Comment

Upon request

How will this sharing be achieved?

E-mail to Landlord if required.

Is an office or IL scheme being inspected?

Yes

Comment

Office in Multi Occupancy

IL Schemes & Regional Offices - Are there sufficient numbers of qualified Fire wardens?

No

Comment

The office is staffed sporadically. There are no designated fire wardens. It has been suggested that all staff receive instruction on the role of the fire warden to ensure that when staff are present, they are aware of the requirements. E-mail sent to H&S team 4th Sept 25

Offices - Are there suitable arrangements for ensuring the premises are evacuated?

Yes

Comment

Fire alarm sounds throughout premises. Full evac policy

Offices - Are there suitable arrangements for evacuating disabled people?

Yes

Comment

No staff have been identified as requiring assistance at the time of inspection. If they are, in the future a PEEP will be required and this will be shared with the Responsible persons.

Offices - Suitable arrangements for meeting the fire service on arrival and providing relevant information?

Yes

Comment

Reception staffed during the working day

Offices/IL Schemes - Is there a suitable assembly point?

Yes

Comment

Main car park

Offices - Are fire drills carried out at appropriate intervals?

Yes

Comment

Last one carried out by landlord on the 28th August 2025

Observation	Priority	Referred To	Required By:	Task ID
The office is staffed sporadically but nobody has received instruction of their responsibilities as a Fire Warden. It is suggested that all staff assigned to the office receive training on the role of a Fire Warden so that the can ensure these duties are carried out in the event of an emergency	Internal - Low			

Passenger Lift

Is the scheme fitted with a passenger lift?	No
Comment	Responsibility of Landlord. Not housed within the office

Premises Inspection Box

Is there a premises information box for fire & rescue service use?	No
Comment	Information is obtainable via reception staff during the working day

Evacuation Policy

Are there suitable arrangements for summoning the fire service?	Yes
Comment	999
Taking FRA findings, is the evacuation policy appropriate for the scheme as per latest guidance?	Yes
Comment	Full evacuation

Engagement with Residents

Has information of fire procedures been disseminated to residents?	N/A
Comment	Office
Is general fire safety information disseminated to residents?	N/A
Comment	Office

FRA Frequency

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

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

Admin tasks and small repair

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