



ACCENT HOUSING - FIRE RISK ASSESSMENT



Region :	North West
Scheme Name :	Lodge House (Burnley Office)
Scheme Address :	Cow Lane, Burnley BB11 1NN
Date of Assessment:	6th August 26
Date of Next Assessment:	6th August 27
FRA Frequency:	Annual Re-Assessment under the Regulatory Reform (Fire Safety) Order 2005
Fire & Safety Assessor	Ian Potter FIFireE DipFD

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

Scheme Details		Lodge House (Burnley Office)
Region:		North West
Scheme Name:		Lodge House (Burnley Office)
Site Address:	Street:	Cow Lane,
	Town:	Burnley
	Post Code:	BB11 1NN
Block & Asset No.		Lodge House, Asset No:33419
Date of this Assessment		6th August 26
Date of Next Review		6th August 27
Fire Risk Assessment Frequency		Annual
Purpose of Fire Risk Assessment		Annual Re-Assessment under the Regulatory Reform (Fire Safety) Order 2005
Fire & Safety Assessor		Ian Potter FIFireE DipFD
Director of Customer Experience		John Place
Housing Partner Manager		Jamie Trotter
Contract Manager		N/A
Scheme Manager/Customer Partner		N/A
Other staff in attendance		Accent colleagues
Use of Building		Regional Office
Approximate Number of occupants		10 - variable
Occupancy Profile		Mixed
Familiarity of the occupants		Fully Familiar
Likely state of the Occupants		Alert
PEEPs in place where necessary		N/A
Number of on-site Accent staff		Variable
Number of other (non-Accent) staff		Multi-occupied building
Support Agency (Supported Housing)		N/A
Current Evacuation Strategy.		Full (Simultaneous) Evacuation
Evidence that people 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		Offices guide

Building Details	Lodge House (Burnley Office)
Construction Date	c1900
Construction Type	Joisted or Load Bearing Masonry (Traditional)
Roof Finish	Pitched-Slate Tile
External Wall Finish	Stone
Are there any areas of external wall cladding	No
Are there any balconies	No
Conversion or purpose-built	Conversion
Number of flats (self-contained)/rooms (HMOS, shared houses)	N/A
Number of storeys above ground Not including Basements	Three
Number of storeys below ground	None
Is there a habitable basement?	No
Number of internal Staircases per Block (protected or unprotected?)	Two-Protected
Number of External Staircases per Block	None
External Balcony part of escape route?	No
Unusual features	None
Building complexity	This is an office on the first floor within a much larger multi occupancy building
Building Access Conditions for Fire Brigade	Vehicular Access to one or more elevations
Surroundings: Residential/Commercial	Mixed
Fire Provision Currently in Place	
Fire Detection and Warning System	Common areas only
Grade of fire alarm (Flats)	N/A
Category of fire alarm (Flats)	N/A
Grade of fire alarm (Communal)	Grade A
Category of fire alarm (Communal)	LD1 Maximum Protection
Additional Comments:	
Evacuation Alert System (EAS)	Not Fitted
Additional Comments:	
Emergency Lighting Provision	Mixed System Common Areas
Additional Comments:	
Portable Fire Extinguishers	Foam
	Carbon Dioxide
Additional Comments:	
Fixed Fire Fighting Installations	None fitted
Additional Comments:	

Significant Findings - Fire						
Lodge House (Burnley Office)				6th August 26		
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	Landlord Responsibility - unable to provide reports at time of inspection. Reports requested	.		
1.3	Valid Electrical Installation Condition Reports held on file. (General Needs Flats)	N/A	Office	.		
1.4	Electrical App/PA Testing - all portable appliances tested within past 12 months	Yes	Last tested 21st August 2025 - Due	.		
1.5	Absence of trailing leads and adapters	Yes	None observed at time of inspection	.		
1.6	Mobility Scooters - Stored/charged in common areas.	N/A	None present at time of inspection.	.		
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 in external designated areas. There are smoking signs present within the communal areas.	.		
3	Arson:					
3.1	Adequate security against arson?	Yes	Secure entry on office door and building exits. Reception staffed during office hours. CCTV in use.	.		

3.2	Is there an absence of unnecessary fire load in close proximity to building?	Yes	None seen at time of inspection	.		
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?	Yes	Electrical heaters provided and checked as part of EICR	.		
4.3	Valid LGSC held on file for each residential flat that contains gas appliances.	N/A	Office with no gas supply	.		
5	Cooking:					
5.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A	Microwave and kettle only	.		
5.2	Where there is extraction ventilation in communal kitchens are filters changed/ cleaned and ductwork cleaned regularly?	N/A	No extraction	.		
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?	No	Areas of empty box accumulation and excess storage particularly in Server room. HPM to arrange a tidy up	Low	14/9/26	Housing Partner
7.2	Are all electrical/intake/service cupboards secure and free from general waste and contractors waste	No	See 7.1	.		
7.3	Are combustible materials separated from ignition sources and stored appropriately?	No	See 7.1	.		
7.4	Are unnecessary accumulations of combustible materials or waste avoided?	No	See 7.1	.		

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.	Yes	Office furniture all in good condition.	.		
9	Other Significant Fire Hazards:					
9.1	Are there other significant fire hazards that are inadequately controlled?	No	None seen at time of inspection	.		
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	The office is provide with 2 means of escape in different directions both leading to protected routes and external exits. All inner room doors have vision panels. Fire Detection is provided in the main office and the majority of the inner rooms.	.		
10.2	Escape routes unobstructed and safe to use?	No	A sign was displayed on a door leading to the rear emergency exit saying 'Please don't use this door - Thanks!' It was removed at the time of inspection. Landlord to be informed regarding this.	.		
10.3	Exits easily and immediately openable where necessary, without a key?	Yes	Checked - Panic bar on rear escape door.	.		
10.4	Reasonable distances of travel where there is a single/alternative direction of travel?	Yes	All within guidance limits for an office.	.		
10.5	Escape routes lead to final exits and open in direction of escape where necessary?	Yes	Checked	.		
10.6	Do failsafe's on locked exit doors function correctly?	N/A	None fitted	.		

10.7	Is it considered that the building is provided with reasonable arrangements for means of escape for disabled people?	Yes	Office is on the first floor. Persons with disabilities would need to be assessed via PEEP's if required.	.		
11	Measures to Limit Fire Spread and Development:					
11.1	Is it considered that the compartmentation is of a reasonable standard?	Yes	Compartmentation between the office and communal areas appeared adequate from what could be observed. Although Fire doors are fitted to all internal rooms within the office (Meeting room, Kitchen, Store etc). The compartmentation dividing these rooms from the main office above the false ceiling does not extend to the ceiling of the floor above. The entire floorspace of the office therefore should be considered as the same space for compartmentation assessment.	.		
11.2	Is there reasonable limitation of surface finishes that might promote fire spread (walls, floors, ceilings)?	Yes	Reasonable limitation on all surfaces.	.		
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	Covered as part of Landlord FRA for the whole building	.		
11.5	Loft hatches fire resisting?	N/A	None fitted within the office area. Covered as part of Landlord FRA for the whole building.	.		
11.6	Fire stopping above cross-corridor fire doors within suspended ceiling void of a satisfactory standard	N/A	Covered as part of Landlord FRA for the whole building	.		
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 within the office.	.		
11.9	Do the external walls, windows, balconies etc pose a risk of significant fire spread?	No	Standard Stone construction	.		

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	Office exit doors checked at time of inspection. All other communal doors checked as part of Landlord FRA of the whole building.	.	
12.2	"Fire door keep shut/locked" signage displayed on both sides of all applicable doors.	Yes	Checked	.	
12.3	Hold open devices operate at the sounding of the alarm and are in a serviceable condition	N/A	No Hold open devices within the office	.	
13	Flat entrance doors (Internal Common Areas)				
13.1	Do flat entrance doors open onto internal escape routes?	N/A	Office	.	
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	Office	.	
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	Office	.	
15	Emergency Escape Lighting:				
15.1	Is the emergency lighting correctly specified and installed as per BS 5266-1:2016	Yes	2 exit illumination lights within the office. Throughout all exit routes which are the responsibility of the landlord. Test Certs requested	.	
15.2	Are all emergency lighting units in good condition and securely fixed to walls/ceilings	Yes	Checked	.	
15.9	Are records of monthly testing available?	Yes	Monthly test certs for office lights uploaded to M-Files and ActiveH In date at time of inspection. Last test date : - 16th July 26	.	

15.10	Are records of annual testing available?	Yes	Annual test certs for office lights uploaded to M-Files and ActiveH In date at time of inspection. Last test date : - 10th Sept 25	.		
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	Checked	.		
16.4	Is there a suitable LIFT sign i.e. do not use in case of fire.	Yes	Communal lift for entire building.	.		
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?	Yes	Detection, sounders and call points	.		
17.2	Is the fire detection and warning system correctly specified and installed as per BS 5839-1:2017	Yes		.		
17.3	Is the fire detection and warning system maintained/tested and all certificates saved on file. (BS 5839-1:2017)	Yes	Fire detection system and alarm are the responsibility of the landord. Test certs requested.	.		
17.4	Are there heat detectors located in the Kitchen, Boiler, Plant Room and Laundry?	Yes	All areas	.		
17.5	Is the fire alarm panel remotely monitored, and if so are there records of regular testing?	Other	Fire alarm is responsibility of Landlord	.		
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	Office	.		
18	Fire Extinguishing Equipment:					
18.1	Portable fire extinguishers - appropriate type/number/position?	Yes	2 Locations within the office and throughout the communal areas.	.		

18.2	Correct signage displayed by each fire extinguisher?	Yes	Checked	.		
18.3	Fire blanket in communal kitchen, secured to the wall, complete with signage?	N/A	No cooking carried out in kitchen	.		
18.4	Hose Reels - fitted, maintained?	N/A	None within the office	.		
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	None within the office	.		
18.6	Records available of fire fighting equipment servicing within past 12 months	Yes	Office extinguishers checked Feb 26. All others are responsibility of the Landlord.	.		
19	Management of Fire Safety					
19.1	Are there suitable arrangements for summoning the fire service?	Yes	999 by all in the building. Reception staffed during working hours.	.		
19.2	Do relevant staff carry out regular fire safety checks	Yes	FRA carried out annually.	.		
19.3	Sheltered Schemes & Regional Offices - Are there sufficient number of qualified Fire wardens.	N/A	The office is staffed sporadically. There are no dedicated fire wardens.	.		
19.4	Offices - Are there suitable arrangements for ensuring the premises are evacuated?	Yes	Fire alarm sounds throughout the premises. Full evacuation strategy.	.		
19.5	Offices - Are there suitable arrangements for evacuating disabled people?	Yes	No staff have been identified as requiring assistance at the time of inspection. If they are in future, a PEEP will be required which should be shared with the responsible persons	.		
19.6	Offices - Are there suitable arrangements for meeting the fire service on arrival and providing relevant information?	Yes	Responsibility within the working week of the receptionist or one of the Landlord staff.	.		
19.7	Offices/IL Schemes - Is there a suitable assembly point?	Yes	Main car park	.		
19.8	Offices - Are fire drills carried out at appropriate intervals?	Yes	Drills are the responsibility of the Landlord. A record of the last drill has been requested.	.		
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 ther flats. A reassessment will be carried out after the third party survey results.	·		
21	Miscellaneous					
21.1	Building FRA		This is an office which is part of a large multi occupancy building. The other parts of the building are subject to a FRA by the Landlord	·		

Photographs - Fire

6th August 26

Lodge House (Burnley Office)



Photo No. 1

Server room in need of a tidy up



Photo No. 2

Empty boxes within the main office.

Photographs - Fire	
6th August 26	Lodge House (Burnley Office)



Photo No. 3	Notice on escape route 'please do not use this door'
-------------	--

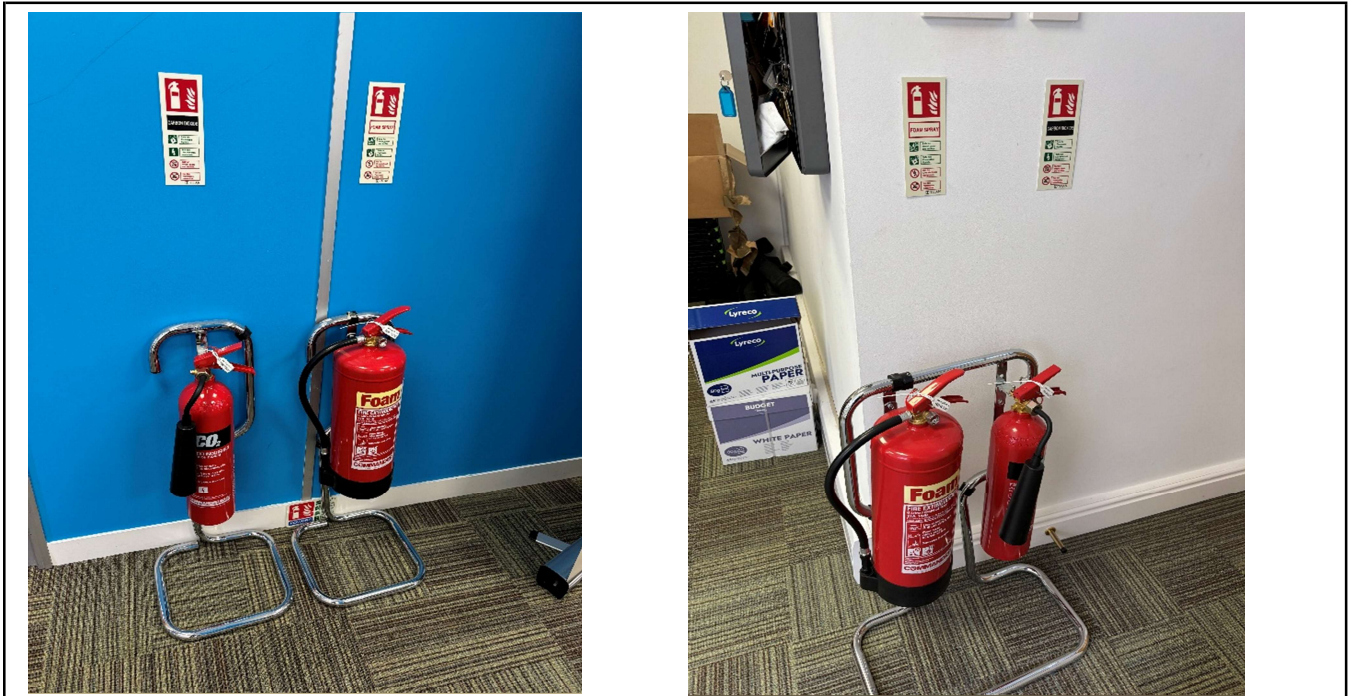


Photo No. 4	Extinguishers with signage
-------------	----------------------------

Photographs - Fire	
--------------------	--

6th August 26

Lodge House (Burnley Office)



Photo No. 5

Building fire alarm tested every Wednesday
--

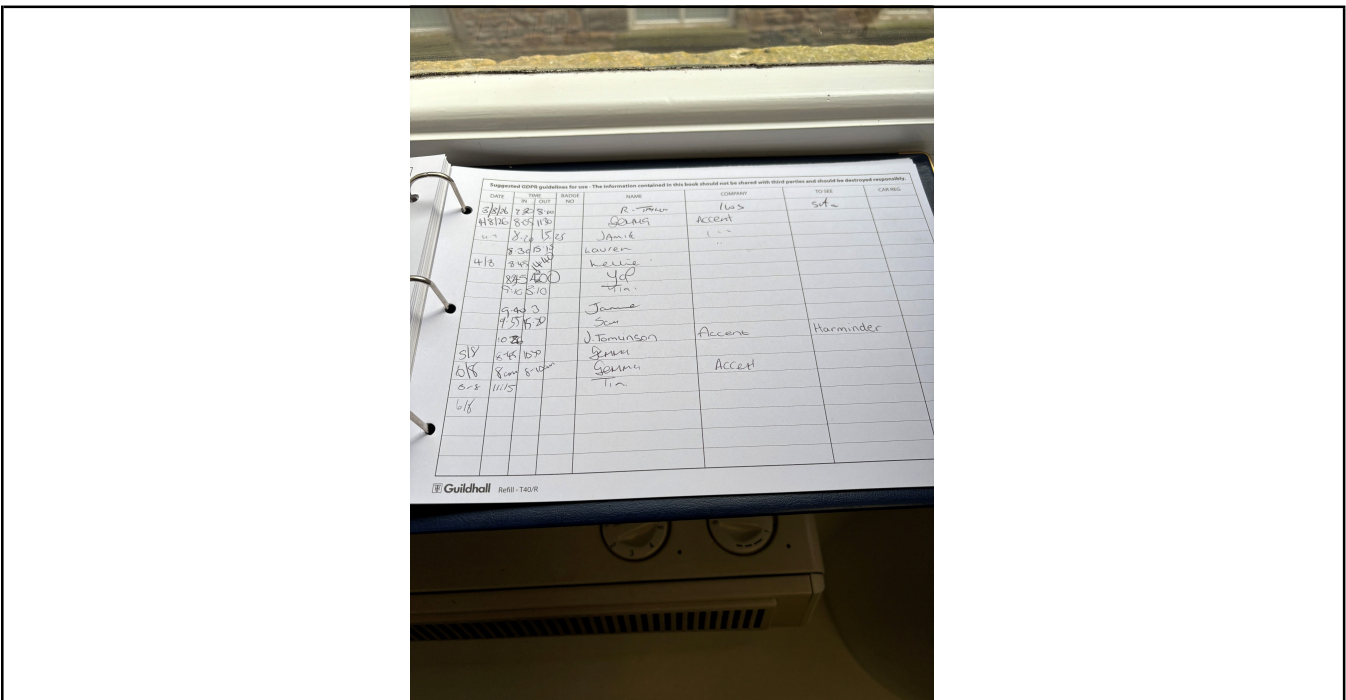


Photo No. 6

Signing in sheets being used regularly
--

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 ☐ 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 ☐ 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.

Action Plan - Fire					
Lodge House (Burnley Office)				6th August 26	
Trivial					
Potential area of fire risk	Observation/Comments / Actions Required	Risk Rating	Completion Date	Referred To:	Task ID No.
Fire Hazards					
Housekeeping:					
Is the standard of housekeeping adequate?	Areas of empty box accumulation and excess storage particularly in Server room. HPM to arrange a tidy up	Low	14/09/26	Housing Partner	2174333