

ACCENT HOUSING - FIRE RISK ASSESSMENT



Region :	North West
Scheme Name :	Chorley Office
Scheme Address :	The Martindales Clayton-Le-Woods PR6 7TJ
Date of Assessment:	23rd October 2025
Date of Next Assessment:	23rd October 2026
FRA Frequency:	Annual Re-Assessment
Fire & Safety Assessor	Ian Potter

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

Scheme Details		Chorley Office
Region:		North West
Scheme Name:		Chorley Office
Site Address:	Street:	The Martindales
	Town:	Clayton-Le-Woods
	Post Code:	PR6 7TJ
Block & Asset No.		32904
Date of this Assessment		23rd October 2025
Date of Next Review		23rd October 2026
Fire Risk Assessment Frequency		Annual
Purpose of Fire Risk Assessment		Annual Re-Assessment
Fire & Safety Assessor		Ian Potter
Director of Assets and Compliance		Linda Colburn
Customer Partnership Manager		Jamie Trotter
Housing Partner		Yolanda Owens
Other staff in attendance		Mandy Clark
Use of Building		Regional Office
Approximate Number of occupants		4
Occupancy Profile		Young
Familiarity of the occupants		Fully Familiar
Likely state of the Occupants		Alert
PEEPs in place where necessary		N/A
Number of other (non-Accent) staff		Contract cleaners in common areas
Current Evacuation Strategy.		Full (Simultaneous) Evacuation
History of fires in the building		None
Business Continuity Plan in place?		Yes
Scope of Assessment		Type 1 (Common Parts Only - Non Destructive)
Applicable Fire Safety Guidance		Offices guide

Building Details	Chorley Office
Construction Date	2007
Construction Type	Joisted or Load Bearing Masonry (Traditional)
Roof Finish	Pitched-Clay 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)	Office only
Number of storeys above ground	Two
Number of storeys below ground	None
Is there a habitable basement?	No
Number of internal Staircases per Block (protected or unprotected?)	One-Protected
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	Common areas only
Grade of fire alarm	Grade A
Category of fire alarm	LD2 Additional Protection
Additional Comments:	
Evacuation Alert System (EAS)	No
Additional Comments:	
Emergency Lighting Provision	Maintained system - Common Areas
Additional Comments:	
Portable Fire Extinguishers	Foam
	Carbon Dioxide
	Fire Blanket
Additional Comments:	
Fixed Fire Fighting Installations	None fitted
Additional Comments:	

Significant Findings - Fire						
Chorley Office				23rd October 2025		
Action Ref:	Potential Area of Fire Risk	Yes-No-N/A	Observation/Comments/ Actions Required	Risk Rating	Target Completion Date	ActionTaken
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	None seen at time of inspection	.		
1.2	Valid Electrical Installation Condition Reports held on file.(Common Areas)	Yes	Last inspection 23rd November 2023. In date	.		
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 15th August 25	.		
1.5	Absence of trailing leads and adapters	Yes	Trailing lead supplying a couple of desks, covered by anti trip cover	.		
1.6	Mobility Scooters - Stored/charged in common areas, purpose built store/resident flat	N/A	None used by office staff and none seen at time of inspection	.		
2	Smoking:					
2.1	Are there any risks associated with smoking in the building?	No	Smoking policy in force within building. No evidence of smoking seen at time of inspection	.		
3	Arson:					
3.1	Adequate security against arson?	Yes	Office door has adequate security. CCTV in operation	.		
3.2	Is there an absence of unnecessary fire load in close proximity to building?	Yes	Dedicated bin store	.		

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	None seen at time of inspection	.	
4.2	Are fixed heating installations subject to regular maintenance?	Yes	Last tested 10th July 25	.	
4.3	Valid LGSC held on file for each residential flat that contains gas appliances.	N/A	Office	.	
5	Cooking:				
5.1	Are reasonable measures taken to prevent fires as a result of cooking?	Yes	Small kitchen area with microwave and kettle. Only used for warming food and making hot drinks	.	
5.2	Where there is extraction ventilation in communal kitchens are filters changed/ cleaned and ductwork cleaned regularly?	N/A	Not required	.	
6	Lightning Protection System:				
6.1	Does the building have a lightning protection system, If so, is it adequately maintained?	No	Not required due to height	.	
7	Housekeeping:				
7.1	Is the standard of housekeeping adequate?	No	See comments below	Low	30/11/25 E-mail to HP Manager sent 14th Nov 25
7.2	Are all electrical/intake/service cupboards secure and free from general waste, contractors waste and residents personal items.	No	Electrical and heating room adjacent to office being used to store flammable items. This has increased since the last inspection.	.	
7.3	Are combustible materials separated from ignition sources and stored appropriately?	No	See above	.	
7.4	Are unnecessary accumulations of combustible materials or waste avoided?	No	Confidential waste bags stored at top of stairs adjacent to access route	Low	30/11/25 E-mail to HP Manager sent 14th Nov 25

7.5	Are hazardous materials stored appropriately (i.e. oxygen cylinders, flammable materials, explosive products, oxidising products, aerosols)	Yes	None seen at time of inspection	.		
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	Standard office furniture	.		
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	Single staircase leading to protected corridor and door to fresh air	.		
10.2	Escape routes unobstructed and safe to use?	Yes	No obstructions seen at time of inspection	.		
10.3	Exits easily and immediately openable where necessary, without a key?	Yes	Checked	.		
10.4	Reasonable distances of travel where there is a single/alternative direction of travel?	Yes	Short distance to external door	.		
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?	Yes		.		
10.7	Is it considered that the building is provided with reasonable arrangements for means of escape for disabled people?	N/A	First floor office. No lift or stairlift for people with mobility issues. Currently no office staff affected	.		
11 Measures to Limit Fire Spread and Development:						
11.1	Is it considered that the compartmentation is of a reasonable standard?	Yes	Recent compartmentation works carried out between the electrical room and the office	.		

11.2	Is there reasonable limitation of surface finishes that might promote fire spread (walls, floors, ceilings)?	Yes	Protected escape routes kept sterile	.		
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 at scheme	.		
11.4	Compartmentation within roof spaces of a satisfactory standard?	Yes	Checked where accessible	.		
11.5	Loft hatches fire resisting?	Yes	One in office	.		
11.6	Fire stopping above cross-corridor fire doors within suspended ceiling void of a satisfactory standard	N/A	None at scheme	.		
11.7	Smoke Control Systems (AOV's) Are records of annual testing available?	N/A	None at scheme	.		
11.8	Roller shutter doors (fire resisting)	N/A	None at scheme	.		
11.9	Do the external walls, windows, balconies etc pose a risk of significant fire spread?	No	Standard 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	Checked	.		
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	None fitted	.		
13	Flat entrance doors (Internal Common Areas)					
13.1	Do flat entrance doors open onto internal escape routes?	N/A	Office only	.		
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 only	.		
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 only	.		
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	No damage seen at time of inspection	.		
15.9	Are records of monthly testing available?	Yes	Tested 22nd October 25	.		
15.10	Are records of annual testing available?	Yes	Tested 22nd October 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	Checked	.		
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.	N/A	No lift	.		
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 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	Last tested 22nd October 25	.		

17.4	Are there heat detectors located in the Kitchen, Boiler, Plant Room and Laundry?	Yes	Detection in electrical room	.		
17.5	Is the fire alarm panel remotely monitored, and if so are there records of regular testing?	No	Not required	.		
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 only	.		
18	Fire Extinguishing Equipment:					
18.1	Portable fire extinguishers - appropriate type/number/position?	Yes	In high risk areas and escape routes	.		
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?	Yes	Checked	.		
18.4	Hose Reels - fitted, maintained?	N/A	None fitted	.		
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 fitted	.		
18.6	Records available of fire fighting equipment servicing within past 12 months	Yes	Tested May 2025	.		
19	Management of Fire Safety					
19.1	Are there suitable arrangements for summoning the fire service?	Yes	999 call by staff in the office	.		
19.2	Do relevant staff carry out regular fire safety checks	Yes	As part of scheme inspection	.		
19.3	Sheltered Schemes & Regional Offices - Are there sufficient number of qualified Fire wardens.	N/A	No regular staff in attendance	.		

19.4	Offices - Are there suitable arrangements for ensuring the premises are evacuated?	Yes	Staff aware of fire routine	.		
19.5	Offices - Are there suitable arrangements for evacuating disabled people?	N/A	None visiting the office	.		
19.6	Offices - Are there suitable arrangements for meeting the fire service on arrival and providing relevant information?	Yes	When office is staffed. Fire service have a key access box at the front entrance.	.		
19.7	Offices/IL Schemes - Is there a suitable assembly point?	Yes	Front car park	.		
19.8	Offices - Are fire drills carried out at appropriate intervals?	N/A	Not required	.		
20	Evacuation Policy					
20.1	Taking the findings of the FRA into account, is the evacuation policy appropriate for the scheme?	Yes	Full evacuation	.		

Photographs - Fire

23rd October 2025

Chorley Office



Photo No. 1

Flammable items stored in electrical/heating store room



Photo No. 2

Flammable items stored in electrical/heating store room

Photographs - Fire

23rd October 2025

Chorley Office



Photo No. 3

Confidential waste awaiting collection at head of stairs

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:

FKA 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					
Chorley Office			23rd October 2025		
Trivial					
Potential area of fire risk	Observation/Comments / Actions Required	Risk Rating	Completion Date	Action Taken	Task ID No.
Fire Hazards					
Housekeeping:					
Is the standard of housekeeping adequate?	Electrical and heating room adjacent to office being used to store flammable items. This has increased since the last inspection.	Low	30/11/25	E-mail to HP Manager sent 14th Nov 25	
Are unnecessary accumulations of combustible materials or waste avoided?	Confidential waste bags stored at top of stairs adjacent to access route	Low	30/11/25	E-mail to HP Manager sent 14th Nov 25	