



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

Asset ID: 94 Appleby Court New Street, St Neots

Cover Sheet

Photo



Date of Fire Risk Assessment	23 Sep 2024
Date of Next Fire Risk Assessment	23 Sep 2025
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	Lynn.betteridge Gfire (Dip) NEBOSH

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	Appleby Court
Scheme Address	Appleby Court New Street, St Neots
Postcode	PE19 1HT
Region	East
Scheme Manager	
Scheme Tel. No	
Scheme Inspection Completed	Yes
Enforcing Fire Authority	Cambridgeshire Fire and Rescue Service
Other staff in attendance	No
Number of on-site Accent staff	Scheme Manager Weekdays
Number of other (non-Accent) staff	Contract Cleaners in common areas

The Building

Accommodation Type	CAT2 Housing for Older People (S28), Supported Housing (S50)
Build Date	Jan 1 1996
Number Of Homes	16
Homes breakdown	Flat
External wall construction	Facing Brick
External wall finish	Facing Brick
Roof construction	Timber
Roof covering	Interlocking Pitched
PEEPs in place where necessary	Yes
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
Number of internal Staircases (protected or unprotected?)	2
Number of External Staircases	None
External Balcony part of escape route?	No
Unusual features	None but internal scooter store and ceiling tiles,
Building Access Conditions for Fire Brigade	Vehicular Access to one or more elevations

Asset ID: 94 **Appleby Court New Street, St Neots**

Fire Detection and Warning System	Flats and common areas linked
Grade of fire alarm	Grade D
Category of fire alarm	LD1 Maximum Protection
Emergency Lighting Provision	Maintained system - Common areas
Portable Fire Extinguishers supplied/fitted	Yes
Fixed Fire Fighting Installations	No

Customers

Number of occupants	20
Occupant tenure type breakdown	CAT1 Housing for Older People, CAT2 Housing for Older People, Designated Supported Housing for Older People

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	1
Overdue Annual Emergency Lighting tests	1
Overdue Weekly Fire Alarm Testing	1
Overdue Fire Panel - Six Monthly Testing	1
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	25/09/2023
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	Lynn.betteridge Gfire (Dip) NEBOSH
Enforcing Fire Authority	Cambridgeshire Fire and Rescue Service
Scheme Tel. No	
Other staff in attendance	No
Number of on-site Accent staff	Scheme Manager Weekdays
Number of other (non-Accent) staff	Contract Cleaners in common areas
Scheme Inspection completed	Yes
Number of occupants	20
Personal Emergency Evacuation Plans in place	Yes
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)	2
Number of external staircases	None
External balcony part of escape route?	No
Unusual features	None but internal scooter store and ceiling tiles,

Fire Risk Assessment Survey Results

Building access conditions for Fire Brigade	Vehicular Access to one or more elevations
Surroundings: Residential/Commercial	Light Commercial
Fire Detection and Warning System	Flats and common areas linked
Grade of Fire Alarm	
Category of Fire Alarm	LD1 Maximum Protection
Emergency Lighting Provision	Maintained system - Common areas
Portable Fire Extinguishers / Fire Blankets supplied / fitted	Yes
Water Extinguisher(s) present	Yes
Foam Extinguisher(s) present	No
Dry Powder Extinguisher(s) present	No
Carbon Dioxide Extinguisher(s) present	Yes
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	On the day of inspection the electrical installations in the community areas and the block were found to be secure and intact and working.
Valid Electrical Installation Condition Reports held on file? (Common Areas & General Needs Flats)	Yes
Comment	Independent living scheme. The block and flats have an in date Electrical certificate which is uploaded to Active "H" and M file database. Dated 23/3/22.
Electrical App/PA Testing - tested within past 12 months?	Yes
Comment	The scooter storage area which is internal has mobility scooters which have had the chargers tested by AAron services. Dated 8/4/24.
Absence of trailing leads and adapters?	Yes
Comment	No evidence of trailing leads within the communal areas this scheme does not have a community room.

Evidence that mobility scooters are not being stored/charged in common areas?

Yes

Comment

Is there a purpose built mobility scooter store/charging area?

Yes

Comment

Internal purpose built scooter store with fire detection and access to safe air.

Does the building have a lightning protection system?

No

Comment

Gas installations

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

Yes

Comment

The main communal corridors are electric storage heaters but the flats have gas safety cert.

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

N/A

Comment

Storage heaters in communal corridors.

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

Yes

Comment

Sample flat no11 check (asset 3252) on day of inspection this has been recorded on Active"H" and M files.

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

Yes

Comment

The gas safety check is completed annually and recorded as 6/2/24 for flat 11.
Each flat will have a different inspection date.

Other Sources of Ignition

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

Yes

Comment

Communal areas are designated no smoking and residents are made aware and the policy is enforced. Signage is displayed in most communal corridors.

Adequate security against arson?

Yes

Comment

At the time of inspection all doors secure on the day of inspection.

Are refuse/recycling bin areas managed and suitably located?

Yes

Comment

Are there communal cooking facilities at this scheme?

No

Comment

This scheme does not have a community area or kitchen/laundry.

Housekeeping

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

Yes

Comment

Are unnecessary accumulations of combustible materials or waste avoided?

Yes

Comment

The scheme is well managed and generally no obstructions or waste build up.

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?

N/A

Comment

Other Significant Fire Hazards

Are all other significant fire hazards adequately controlled?

Yes

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

The adjacent blocks have a "stay put" policy.

Escape routes unobstructed and safe to use?

Yes

Comment

At the time of inspection all communal areas and stairwells/corridors clear at each level.

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

All flats lead into a protected staircase area, the travel distances are acceptable for this scheme.

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

Yes

Comment

Fire Spread and Development

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

No

Comment	A compartmentation survey was completed in 2020 with a satisfactory result.
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?	N/A
Comment	
As far as can be reasonably ascertained, is the compartmentation within roof spaces of a satisfactory standard?	No
Comment	
Loft hatches fire resisting?	No
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?	N/A
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?	N/A
Comment	
Are roller shutter doors that are required to be FR, fire resisting and self-closing?	N/A
Comment	

Observation	Priority	Referred To	Required By:	Task ID
False Ceiling tiles missing and works outstanding from previous observation.	Internal - Medium	Project Manager (Building Safety)	31/10/2024	1866967
				

Observation	Priority	Referred To	Required By:	Task ID
False Ceiling tiles missing and works outstanding from previous observation.	Internal - Medium	Project Manager (Building Safety)	31/10/2024	1866967
				

Emergency Escape Lighting

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

Yes

Comment

The scheme has a maintained system and meets the required specification BS5266-1.

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

Yes

Comment

On inspection all light fittings found to be fully functioning and secure in the block.

Records of monthly/annual testing available?

Yes

Comment

The emergency lighting system at this scheme has been tested monthly on the 5/9/24.
The annual drop test was completed on the 10/7/24.

Fire Safety Signs and Notices

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

Yes

Comment

All signage is provided at each exit and in other areas.

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

All signage is affixed to the adjacent access to the lift.

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

Yes

Comment

All communal door signage checked on the day of inspection.

Means of giving Warning in case of Fire

Is the scheme fitted with a communal area fire alarm?	Yes
Comment	The communal corridors and stairwells are protected and break glass points on each level.
Is fire detection and warning system appropriate for occupancy and fire risk, as per BS 5839-1:2017?	Yes
Comment	The fire panel is linked to Astraline.
Is the fire detection and warning system maintained/tested and all certificates saved on file?	Yes
Comment	The fire panel is tested 6 monthly by the contractors. Weekly tests carried out by the scheme manager and recorded on Active "H and M files. Date recorded as 15/4/24.
Fire alarm components in good condition and securely fixed to walls/ceilings?	Yes
Comment	
Hold open devices operate at the sounding of the alarm and are in a serviceable condition?	Yes
Comment	On day of inspection the release mechanisms were activated.
Are there heat detectors located in the Kitchen, Boiler, Plant Room and Laundry?	N/A
Comment	
Is the fire alarm panel remotely monitored, and if so are there records of regular testing?	Yes
Comment	The fire panel links into Astraline Warden call and tested weekly the scheme manager and contact made with Astraline to check the line.

Fire Extinguishing Equipment

Is fire extinguishing equipment and/or fixed fire fighting installations provided at this scheme?	Yes
Comment	
Portable fire extinguishers - appropriate type/number/position?	Yes
Comment	
Correct signage displayed by each fire extinguisher?	Yes
Comment	
Fire blanket in communal kitchen, secured to the wall, complete with signage?	N/A
Comment	
Dry risers - Inlet/outlet boxes secured and/or securing straps fitted to outlet valves?	N/A
Comment	
Records available of fire fighting equipment servicing within past 12 months?	Yes

Comment

The fire extinguishers are tested annually by Morgan Fire recorded test date 10/23 and is due October 24.

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?

Yes

Comment

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

Yes

Comment

Scheme manager on site office hours Monday to Friday.

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

Yes

Comment

Offices - Are there suitable arrangements for evacuating disabled people?

Yes

Comment

A PEEPS personal centred fire risk assessment is completed for all residents. The Emergency evacuation plan is kept on site and the Emergency services can access in the event of a fire. Emergency services contact Astraline they release key safe with Docs. Note Appleby Court PEEPS is located at Chesterton Court opposite.

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

N/A

Comment

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

Yes

Comment

Offices - Are fire drills carried out at appropriate intervals?

N/A

Comment

Passenger Lift

Is the scheme fitted with a passenger lift?

Yes

Comment

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

Yes

Comment

Is the lift fitted with a firefighters switch?	No
Comment	
Servicing and insurance inspection - Evidence of regular servicing/maintenance?	Yes
Comment	The scheme lift is serviced annually by Kone lift company and last inspection and maintenance date was 16/8/24 and certification uploaded to Active "H" and M files. The insurance certification was renewed 10/6/24.

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	Residents call the fire and rescue service in the event of a fire. Warden call as well.
Taking FRA findings, is the evacuation policy appropriate for the scheme as per latest guidance?	Yes
Comment	Stay put policy in force.

Engagement with Residents

Has information of fire procedures been disseminated to residents?	Yes
Comment	When residents move into the flats they are given fire safety advice and also leaflets and a link into the website for further fire safety advice. The residents are made aware of there local fire safety officer to seek further information.
Is general fire safety information disseminated to residents?	Yes
Comment	Fire routine notices are located in the communal areas and stairwells on fire exit routes. During the year campaigns are communicated on fire safety themes. I.e christmas/fireworks/winter Safety.

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.	Yes
Action leading to a repair	Yes
Internal administrative Action	Yes
Are there fire related remedial works required at this property, that will affect the fabric of the building?	Yes
Comment	Contractors made aware of outstanding ceiling tile works
Can work be conducted without the need for an asbestos survey. If no, task Customer Safety Surveyor - Asbestos.	Yes
Comment	
Were there any unsatisfactory aspects of the Fire Risk Assessment? (Visible on Building Safety Report).	Yes
Some fire doors did not fully close so works orders have been raised with our contractors.	No
Some minor works were required which have been raised with our contractors.	Yes
Unauthorised items were found in communal areas and arrangements were made for their removal.	No
Not all records were up to date, as noted in the table below. Arrangements have been made for these to be completed.	No
A number of fire doors were found to be wedged or propped open. Fire doors are there to keep you safe and me kept shut at all times.	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