



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

01 Sep 2025

Date of Next Fire Risk Assessment

01 Sep 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

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	Vicki Boston
Scheme Tel. No	
Scheme Inspection Completed	Yes
Enforcing Fire Authority	Cambridgeshire Fire and Rescue Service
Other staff in attendance	None
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 which exit road
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	0
Overdue Annual Emergency Lighting tests	0
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	03/09/2024
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	None
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 which exit road

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

Grade D

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

All electrical equipment in the communal areas of this scheme secure and fully functional. The walkways have storage heating and checked for secure fixing.

Valid Electrical Installation Condition Reports held on file? (Common Areas & General Needs Flats)

Yes

Comment

The Blocks and flats have a current in date certificate. Which are uploaded on Active "H" and "M" files. Communal sample block dated 21/5/24. A sample flat No11 asset No 3252 certificate dated 23/5/22.

Electrical App/PA Testing - tested within past 12 months?

Yes

Comment

Scooter store only area requiring PAT test of charging equipment.

Absence of trailing leads and adapters?

Yes

Comment

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

Yes

Comment

Mobility scooters are located in purpose built storage area with full fire detection equipment.

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

Yes

Comment

Noted as above.

Does the building have a lightning protection system?

No

Comment

Not required for this scheme.

Gas installations

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

Yes

Comment

Only to residents flats.

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

N/A

Comment

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

Yes

Comment

A sample flat was checked No 11 Asset No 3252 certificated checked and dated 6/4/25. Uploaded to Active "H" and "M" files.

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

Yes

Comment

Gas safety inspection dated 6/4/25 all detectors checked.

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 zones and signage in areas.

Adequate security against arson?

Yes

Comment

All doors on day of inspection found to be secure and scheme has CCTV across the scheme.

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?

Yes

Comment

Checked on day of inspection found secure and clean.

Are unnecessary accumulations of combustible materials or waste avoided?

Yes

Comment

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

Yes

Comment

Cleaners store checked.

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

N/A

Comment

No community room on this scheme.

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 2 Blocks have a "stay put" policy.

Escape routes unobstructed and safe to use?

Yes

Comment

On day of inspection the scheme found to be clear
Housing Manager and resident reminded no mobility
scooters in communal areas.

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

Yes

Comment

Combination of push Bar and thumb turn.

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

Yes

Comment

All flats lead into a protected communal area.

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?

Yes

Comment	Compartmentation survey completed 2020.
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?	Yes
Comment	
Loft hatches fire resisting?	No
Comment	Loft hatches located in ceiling are in stairwells no access and seemed low level hazard.
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?	N/A
Comment	
Are roller shutter doors that are required to be FR, fire resisting and self-closing?	N/A
Comment	

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 requirements of BS5266-1.
Emergency lighting units in good condition and securely fixed to walls/ceilings?	Yes
Comment	On day of inspection all fittings secure on scheme.
Records of monthly/annual testing available?	Yes
Comment	The Emergency lighting system at this scheme has been tested monthly 6/8/25 and the annual drop test dated 11/8/25.

Fire Safety Signs and Notices

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

Comment

Yes

Fire routine notices near final exits.

Directional fire escape signage in place and adequate?

Yes

Comment

There correct directional signage in place and illuminated at all times.

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

Corridors have mid section communal doors and released on alarm actuating.

Means of giving Warning in case of Fire

Is the scheme fitted with a communal area fire alarm?

Yes

Comment

Fire panel and Zone map located in rear of building with fire exit door leading onto the stre.

Is fire detection and warning system appropriate for occupancy and fire risk, as per BS 5839-1:2017?

Yes

Comment

Is the fire detection and warning system maintained/tested and all certificates saved on file?

Yes

Comment

The fire alarm panel is tested 6 monthly and weekly by contractor and scheme manager. Tunstalls contractor test completed 28/4/25.

Fire alarm components in good condition and securely fixed to walls/ceilings?

Yes

Comment

All secure break points on each floor.

Hold open devices operate at the sounding of the alarm and are in a serviceable condition?

Yes

Comment

Tested on day of inspection found secure.

Are there heat detectors located in the Kitchen, Boiler, Plant Room and Laundry?

N/A

Comment

No kitchen on this scheme or laundry room.

Is the fire alarm panel remotely monitored, and if so are there records of regular testing?

Yes

Comment

The fire panel links to Astraline collecting call centre.

Observation	Priority	Referred To	Required By:	Task ID
New fire exit doors installed.	No Action			
				
				

Fire Extinguishing Equipment

Is fire extinguishing equipment and/or fixed fire fighting installations provided at this scheme?	Yes
Comment	On each level in stairwell. Lift room has fire extinguisher.
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?	No
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 28/3/25.

Management of Fire Safety

Are these premises regulated by the Building Safety Regulator under the Building Safety Act?	No
Comment	The scheme is not designated as an in scope building in relation to the Building Safety Act.
Are there other Responsible Persons who share or have fire safety duties in respect of the premises?	N/A
Have all details required by regulations been shared with all other Responsible Persons?	N/A
Comment	

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

N/A

Comment

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

N/A

Comment

How will this sharing be achieved?

Is an office or IL scheme being inspected?

Yes

Comment

Independent living scheme

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

Yes

Comment

Scheme manager located in adjacent scheme Chesterton court.

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

Yes

Comment

Scheme manager on site office hours Monday to Friday.

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 emergency services can access in the event of a fire. On arrival services talk to Astraline and key safe opened.

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

Yes

Comment

Office hours only.

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

Lift service room ground floor locked at all times.

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

Yes

Comment

Checked on day of inspection found and found to be fully functioning.

Is the lift fitted with a firefighters switch?

No

Comment

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

Yes

Comment

The lift is serviced by a contractor the last inspection date was recorded as 1/8/25.

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

Residents call fire and rescue or contact Astraline pull cord.

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

The evacuation policy and procedure for all residents was sent to every flat to ensure the residents took site of there scheme. This was to provide them with information and knowledge.

Is general fire safety information disseminated to residents?

Yes

Comment

New and existing residents have access to the web portal they are given fire safety advice and information about there local fire officer. During the year fire safety themes. Ie Christmas/firework safety/winter safety advice. Fire routine notices are placed on all exits to remind residents of the building policy.

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	There is due to be some communal roofing internally completed when the roof of the scheme has been repaired.
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