



ACCENT HOUSING - FIRE RISK ASSESSMENT



Region :	South
Scheme Name :	Ballard Court
Scheme Address :	Ballard Road Camberley. Surrey GU15 4AB
Date of Assessment:	20/03/2026
Date of Next Assessment:	20/03/2027
FRA Frequency:	Annual Re-Assessment under the Regulatory Reform (Fire Safety) Order 2005
Fire & Safety Assessor	Gary Bredin AIFireE DipFD

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

Scheme Details		Ballard Court
Region:		South
Scheme Name:		Ballard Court
Site Address:	Street:	Ballard Road
	Town:	Camberley. Surrey
	Post Code:	GU15 4AB
Block & Asset No.		Block A Asset No.25169
Block & Asset No.		Block B Asset No.33568
Block & Asset No.		Block C Asset No.33569
Block & Asset No.		Block D Asset No.33570
Block & Asset No.		Block E Asset No.33571
Block & Asset No.		Block F Asset No.33572
Block & Asset No.		Block G Asset No.33573
Block & Asset No.		Block H Asset No.33574
Block & Asset No.		Block J Asset No.33575
Date of this Assessment		20/03/2026
Date of Next Review		20/03/2027
Fire Risk Assessment Frequency		Annual
Purpose of Fire Risk Assessment		Annual Re-Assessment under the Regulatory Reform (Fire Safety) Order 2005
Fire & Safety Assessor		Gary Bredin AIFireE DipFD
Director of Customer Experience		Position Vacant
Housing Partner Manager		Tracy Wilkinson
Contract Manager		Adam Rickard
Scheme Manager/Customer Partner		Position Vacant
Other staff in attendance		None
Use of Building		Catergory 2 Independent Living
Approximate Number of occupants		80+
Occupancy Profile		Elderley
Familiarity of the occupants		Fully Familiar
Likely state of the Occupants		Sleeping Familiar
PEEPs in place where necessary		Yes
Number of on-site Accent staff		Scheme Manager weekdays
Number of other (non-Accent) staff		Contract cleaners in common areas
Support Agency (Supported Housing)		N/A
Current Evacuation Strategy.		Stay Put (Stay Safe) Evacuation
Evidence that residents 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		Specialised housing guide

Building Details	Ballard Court
Construction Date	1967
Construction Type	Joisted or Load Bearing Masonry (Traditional)
Roof Finish	Pitched-Concrete Tile
External Wall Finish	Brick
	Concrete
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)	72 bedsits/flats
Number of storeys above ground Not including Basements	Two
Number of storeys below ground	None
Is there a habitable basement?	No
Number of internal Staircases per Block (protected or unprotected?)	Six-Protected
Number of External Staircases per Block	1 metal external staircase at scheme not designated as a fire escape
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	Flats and common areas linked
Grade of fire alarm (Flats)	Grade D
Category of fire alarm (Flats)	LD2 Additional Protection
Grade of fire alarm (Communal)	Grade A
Category of fire alarm (Communal)	L2 Additional Protection
Evacuation Alert System (EAS)	Not Fitted
Emergency Lighting Provision	Non Maintained System -
Additional Comments:	
Portable Fire Extinguishers	Foam
	Dry Powder
	Fire Blanket
Additional Comments:	
Fixed Fire Fighting Installations	None fitted
Additional Comments:	

Significant Findings - Fire						
Ballard Court				20/03/2026		
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	No	There is a double socket in the communal reception with a lose back plate. This requires reolacing.Job raised.IW 1362334	.		
1.2	Valid Electrical Installation Condition Reports held on file.(Common Areas)	Yes	Valid communal area EIC Reports uploaded to property file all In date at time of inspection Last Inspection Date 13th March 2025	.		
1.3	Valid Electrical Installation Condition Reports held on file. (General Needs Flats)	Yes	Valid General Needs flats EIC Reports uploaded to M-Files and ActiveH.	.		
1.4	Electrical App/PA Testing - all portable appliances tested within past 12 months	Yes	Last test date: 13th February 2026	.		
1.5	Absence of trailing leads and adapters	Yes	None within the communal areas	.		
1.6	Mobility Scooters - Stored/charged in common areas, purpose built store/resident flat	N/A	No evidence or reports that any of the residents own a mobility scooter	.		
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 within flats. There are smoking signs present within the communal areas.	.		
3	Arson:					
3.1	Adequate security against arson?	Yes		.		
3.2	Is there an absence of unnecessary fire load in close proximity to building?	Yes		.		

4 Heating Installations (Portable/fixed) Gas Installations - Common Areas & General Needs Residential flats.					
4.1	If portable heaters are used, are there suitable controls?	No	A portable heater was found in the entrance corridor with its cable coiled and connected to a damaged socket, presenting a potential safety hazard. The appliance did not display a valid PAT test date. The heater was removed by the Fire Risk Assessor during the audit, and a maintenance job has been raised to repair the faulty note 1.1	.	
4.2	Are fixed heating installations subject to regular maintenance?	Yes		.	
4.3	Valid LGSC held on file for each residential flat that contains gas appliances.	Yes	Valid Communal heating system LGSC Reports uploaded to M-Files and ActiveH.	.	
5 Cooking:					
5.1	Are reasonable measures taken to prevent fires as a result of cooking?	Yes		.	
5.2	Where there is extraction ventilation in communal kitchens are filters changed/ cleaned and ductwork cleaned regularly?	Yes	Testing details not available during the audit. SHP Dealing.	.	
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	See note 7.2	.	
7.2	Are all electrical/intake/service cupboards secure and free from general waste, contractors waste and residents personal items.	No	Some of these were found to be unlocked during the audit. These must be kept locked Shut.SHP Informed.	.	
7.3	Are combustible materials separated from ignition sources and stored appropriately?	Yes		.	
7.4	Are unnecessary accumulations of combustible materials or waste avoided?	Yes		.	

7.5	Are hazardous materials stored appropriately (i.e. oxygen cylinders, flammable materials, explosive products, oxidising products, aerosols)	Yes		.		
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	All furniture tested during the audit had a compliance label attached.	.		
9	Other Significant Fire Hazards:					
9.1	Are there other significant fire hazards that are inadequately controlled?	No		.		
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		.		
10.2	Escape routes unobstructed and safe to use?	Yes		.		
10.3	Exits easily and immediately openable where necessary, without a key?	Yes		.		
10.4	Reasonable distances of travel where there is a single/alternative direction of travel?	Yes		.		
10.5	Escape routes lead to final exits and open in direction of escape where necessary?	Yes		.		
10.6	Do failsafe's on locked exit doors function correctly?	Yes	All doors inspected during the audit were found to be fully operational, correctly aligned, and maintained in a good state of repair, with no defects observed at the time of inspection.	.		
10.7	Is it considered that the building is provided with reasonable arrangements for means of escape for disabled people?	Yes		.		
11	Measures to Limit Fire Spread and Development:					
11.1	Is it considered that the compartmentation is of a reasonable standard?	No	A cable has been installed from the lounge area to the computer room. This has breached the fire separation and requires fire stopping. Scheme surveyor dealing.	.		

11.2	Is there reasonable limitation of surface finishes that might promote fire spread (walls, floors, ceilings)?	No	The serving hatch within the communal lounge from the kitchen requires replacement to provide one hour of fire separation. This can either be replaced with a suitable fire-resisting installation or permanently enclosed to achieve the required fire-resisting standard. Job raised IW 1362351	.		
11.3	Are fire dampers/shutters provided in ducts/refuse chutes to protect means of escape against fire, smoke and combustion products?	Yes		.		
11.4	Compartmentation within roof spaces of a satisfactory standard?	Yes		.		
11.5	Loft hatches fire resisting?	No	The loft hatch located in the corridor between the entrance lobby and the communal kitchen should be replaced with a metal, fire-resisting loft hatch to provide one hour of separation to the loft space above. Job Raised 1362325	.		
11.6	Fire stopping above cross-corridor fire doors within suspended ceiling void of a satisfactory standard	Yes		.		
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)	Other	There is a roller shutter located within the communal walkway in the main reception area. This has been fire-stopped behind to provide one hour of fire separation to the corridor. Further works are planned to enclose the area with boarding	.		
11.9	Do the external walls, windows, balconies etc pose a risk of significant fire spread?	No		.		
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	All communal fire doors are due to be replaced. This is programmed in for 2027-28.	.		

12.2	"Fire door keep shut/locked" signage displayed on both sides of all applicable doors.	Yes		.		
12.3	Hold open devices operate at the sounding of the alarm and are in a serviceable condition	No	Kitchen door wedged open. This had hold open device fitted which was faulty. Job raised by The SHP	.		
13	Flat entrance doors (Internal Common Areas)					
13.1	Do flat entrance doors open onto internal escape routes?	Yes				
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		.		
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		.		
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	All in good condition at the time of inspection.	.		
15.9	Are records of monthly testing available?	Yes	Monthly test certs uploaded to M-Files and ActiveH In date at time of inspection. Last test date : 4th Feb 2026	.		
15.10	Are records of annual testing available?	Yes	Annual test certs uploaded to M-Files and ActiveH In date at time of inspection. Last drop test 21 st May 2025	.		
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		.		

16.4	Is there a suitable LIFT sign i.e. do not use in case of fire.	N/A	No lift present at this scheme.	.		
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		.		
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	Annual test certs uploaded to M-Files and ActiveH.	.		
17.4	Are there heat detectors located in the Kitchen, Boiler, Plant Room and Laundry?	Yes		.		
17.5	Is the fire alarm panel remotely monitored, and if so are there records of regular testing?	Yes	This alarm is tested weekly by the Scheme Manager.	.		
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)	Yes		.		
18	Fire Extinguishing Equipment:					
18.1	Portable fire extinguishers - appropriate type/number/position?	Yes		.		
18.2	Correct signage displayed by each fire extinguisher?	Yes		.		
18.3	Fire blanket in communal kitchen, secured to the wall, complete with signage?	Yes		.		
18.4	Hose Reels - fitted, maintained?	N/A		.		
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		.		
18.6	Records available of fire fighting equipment servicing within past 12 months	Yes	Last test July 2025.	.		
19	Management of Fire Safety					

19.1	Are there suitable arrangements for summoning the fire service?	Yes	Residents responsible for calling fire service and the alarm system is linked to a 24hr call centre.	'		
19.2	Do relevant staff carry out regular fire safety checks	Yes	Scheme managers conduct weekly scheme inspections.	'		
19.3	Sheltered Schemes & Regional Offices - Are there sufficient number of qualified Fire wardens.	N/A		'		
19.4	Offices - Are there suitable arrangements for ensuring the premises are evacuated?	N/A		'		
19.5	Offices - Are there suitable arrangements for evacuating disabled people?	N/A		'		
19.6	Offices - Are there suitable arrangements for meeting the fire service on arrival and providing relevant information?	N/A		'		
19.7	Offices/IL Schemes - Is there a suitable assembly point?	N/A		'		
19.8	Offices - Are fire drills carried out at appropriate intervals?	N/A		'		
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 there flats.	'		

Photographs - Fire

20/03/2026

Ballard Court



Photo No. 1

Electronic door entry system in place



Photo No. 2

Alarm panel shows no faults; emergency information box installed.

Photographs - Fire

20/03/2026

Ballard Court

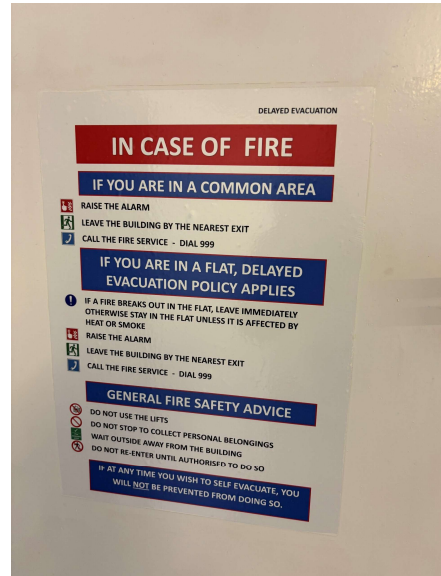
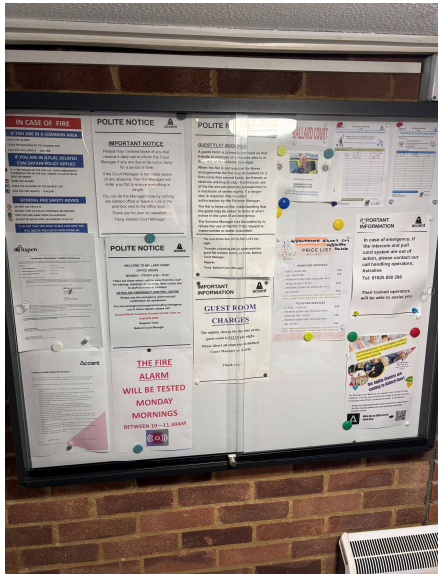


Photo No. 3

Evacuation policy posted throughout the scheme.



Photo No. 4

All furniture checked during the audit complies to the latest FR standards.

Photographs - Fire

20/03/2026

Ballard Court

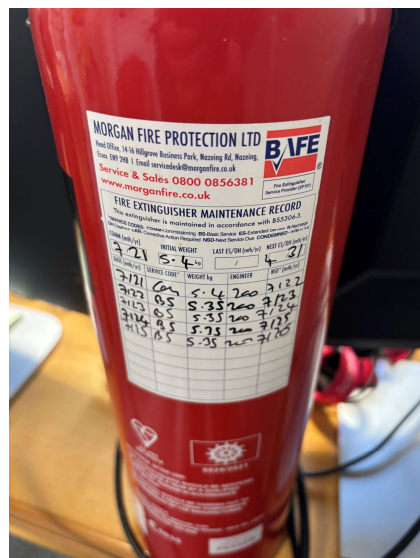


Photo No. 5

All Fire Fighting equipment checked was in test date.



Photo No. 6

PA Testing completed in all areas audited.

Photographs - Fire

20/03/2026

Ballard Court



Photo No. 7

New installation breaching the communal area. No fire stopping carried out



Photo No. 8

All electrical cupboards were clear at the time of the audit.

Photographs - Fire	
20/03/2026	Ballard Court

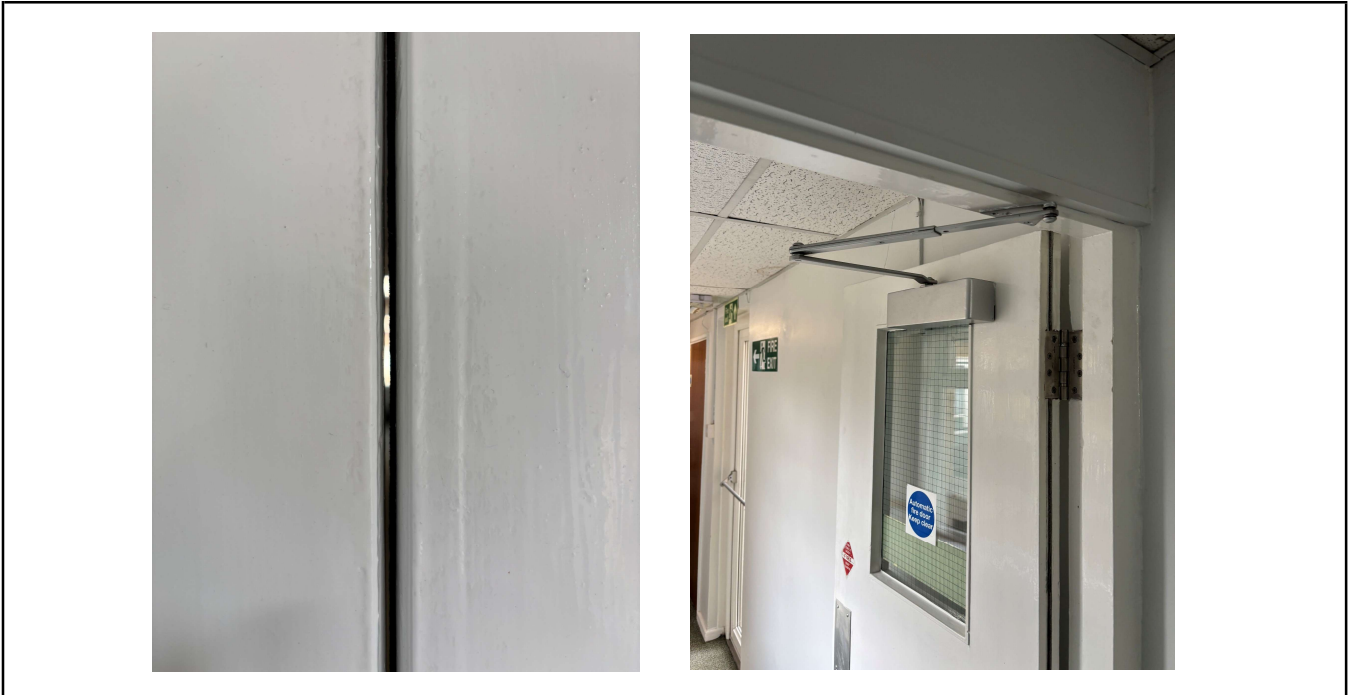


Photo No. 9	Cross corridor fire doors require updating this is programmed for 2027-2028
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Photo No. 10	All areas were clear at the time of the audit.
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Photographs - Fire

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Ballard Court



Photo No. 11

Satisfactory safety signage through out the building.



Photo No. 12

Portable heater installed that does not comply with current safety standard

Photographs - Fire	
20/03/2026	Ballard Court

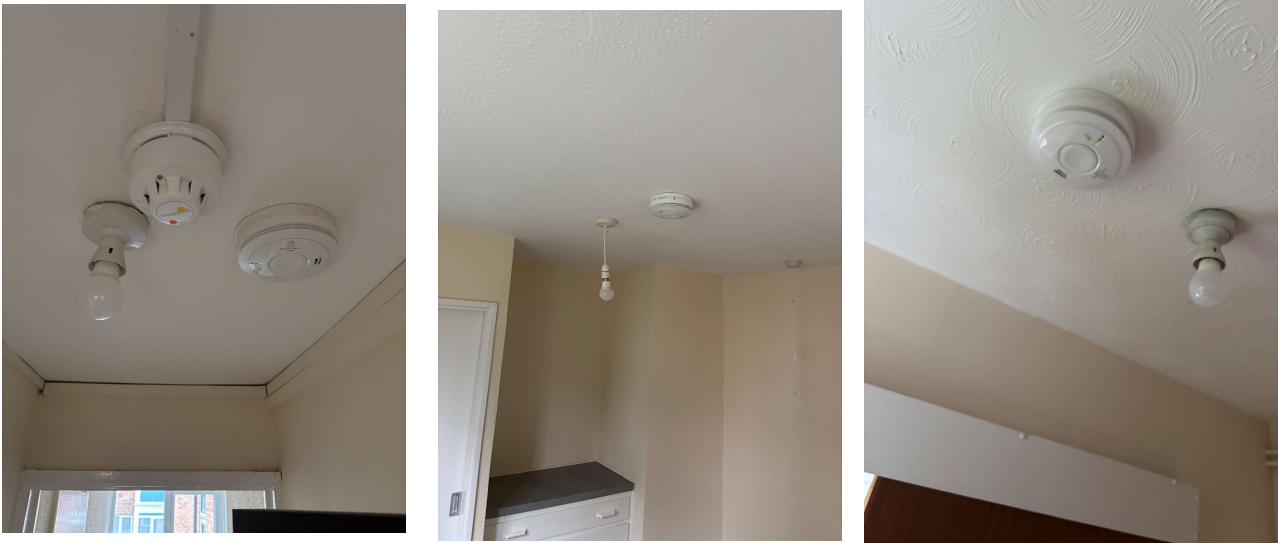
	
Photo No. 13	LD1 upgrade in all flats.

	
Photo No. 14	Satisfactory fire stopping within the service cupboards.

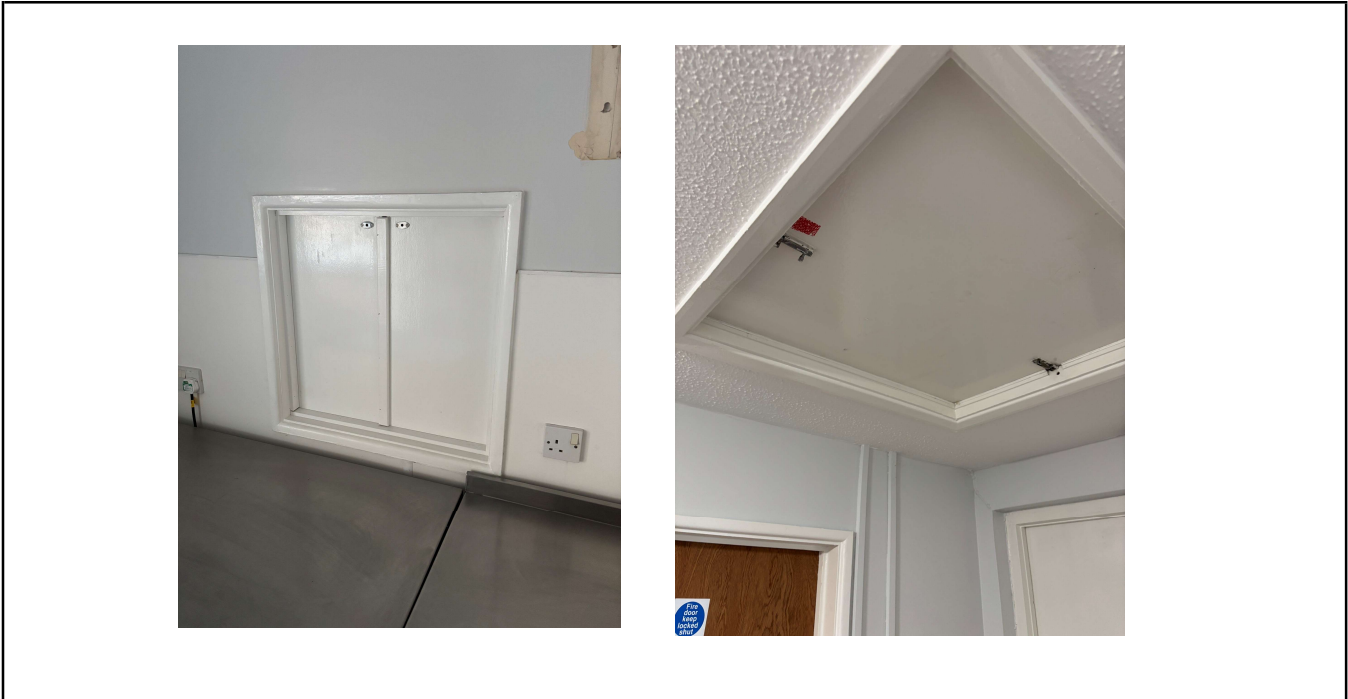


Photo No. 15	The loft hatch and serving hatch are not FR and require replacing.
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6. Risk Calculator - Fire

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.