

Believe Housing FRA Assessment

Believe Housing, (LEASED) Coast House Spectrum
4, Spectrum Business Park: SR7 7TT, - UPRN:
SPECTRUM4 / 155409 / QA Approved / Piotr Iwan

Complete

Score	0 / 0 (0%)	Flagged items	2	Actions	18
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SITE NAME:

Believe Housing, (LEASED)
Coast House Spectrum 4,
Spectrum Business Park: SR7
7TT, - UPRN: SPECTRUM4, Fire
Risk Assessments, Believe
Housing

PROPERTY IMAGE



Photo 1



Photo 2



Photo 3

UPRN:

SPECTRUM4

JOB NUMBER:

155409

FRA COMPLETED BY:

Pennington Choices Limited

FIRE RISK ASSESSOR NAME:

Barry Purdy

INSPECTION DATE:

4 Oct 2023

REPORT STATUS:

QA Approved

REASSESSMENT PRIORITY

Medium - 2 Years

VALID TO: (QA Use Only)

18 Oct 2025

VALIDATION DATE: (QA Use Only)

18 Oct 2023

VALIDATED BY: (QA Use Only)

Piotr Iwan

VALIDATOR'S SIGNATURE: (QA Use Only)

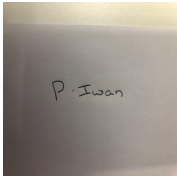


Photo 4

Flagged items & Actions

2 flagged, 18 actions

Flagged items

2 flagged, 0 actions

Assessment Risk Ratings / Premises Risk Rating

Accordingly, it is considered that the risk to life from fire at these premises is:

TOLERABLE

A building with a medium likelihood of fire & Slight harm is classified as a tolerable risk.

Assessment Risk Ratings

On satisfactory completion of all remedial works the risk rating of this building may be reduced to

TOLERABLE

Due to the nature of the building & the issues noted, if all actions are completed, it is unlikely that the risk rating would drop below tolerable, but any works completed would improve the fire safety in the building & show a proactive attitude towards fire safety by Believe Homes.

Other actions

18 actions

Detailed Risk Assessment Part 2 / A - Electrical Ignition Sources / A4

Is the use of adapters and leads limited?

Yes

At the time of inspection, the use of trailing leads was evident throughout the building with the use limited, however their use appeared to be appropriate with no signs of overloading. However it was noted in the Broadcast Room that a training lead was being used where it created a trip hazard, this was despite suitable floor sockets being available.

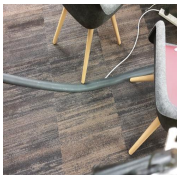


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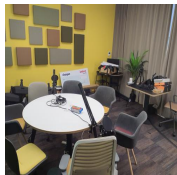


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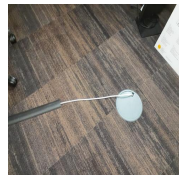


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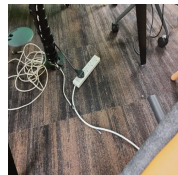


Photo 15

Open | Priority Low | Due 18 Apr 2024 12:00 AM BST | Created by Barry Purdy

A4

The use of extension cords in the broadcasting room should be limited & use of the underfloor outlets should be utilised, to stop the cable running across the room creating a trip hazard & leading the cable exposed to possible damage. If necessary additional outlets should be installed to reduce the reliance on extensions & adapters.

Detailed Risk Assessment Part 2 / F - Lightning / F1

Does the building have a lightning protection system?

Yes

At the time of inspection, there was evidence to suggest that a lightning protection system was installed on the building, it was unclear whose responsibility it was to ensure this system was tested & maintained.



Photo 33



Photo 34



Photo 35



Photo 36

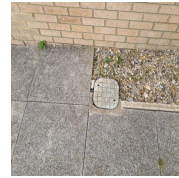


Photo 37



Photo 38



Photo 39



Photo 40



Photo 41



Photo 42



Photo 43



Photo 44

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F1

Believe Housing should check the lease agreement & liaise with the freeholder of the building to establish responsibility for testing of the lightning protection system, to ensure it is maintained & tested in accordance with BS EN 62305-2:2012.

Detailed Risk Assessment Part 2 / G - Housekeeping / G1

Are combustible materials kept away from any sources of ignition, including gas and electrical intake cupboards?

No

At the time of inspection, it was noted that in the shower room on the 1st floor, that combustible materials were being store next to electrical heaters, although the heaters were switched off, there was the potential for the heaters to be turned on & the combustibles kept in situ. No other combustibles were noted being stored close to ignition sources.



Photo 45

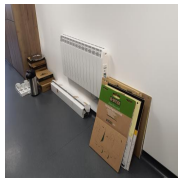


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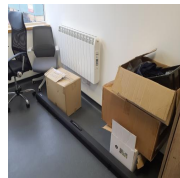


Photo 47

Open | Priority Medium | Due 18 Jan 2024 5:39 PM GMT | Created by Barry Purdy

G1

Believe Housing should ensure this areas is kept clear of combustible materials or that the heaters are suitably disconnected to prevent them being turned on.

Detailed Risk Assessment Part 2 / G - Housekeeping / G2

Are the escape routes kept clear of items combustible materials or waste and free of any trip hazards?

Yes

A the time of inspection, all escape routes were clear of combustibles & trip hazards. However it was noted that under the stairs in the south wing stairwell items were being stored, although these were not combustible materials, it could encourage other to store items in this location.



Photo 48

Open | Created by Barry Purdy

G2

It is recommended that signs are displayed in the stair wells & under the stairs "No Storage in Stairwells".

Detailed Risk Assessment Part 2 / M - Common Area Fire Doors / M1

Are all common area fire door and frames in good condition and appropriately fire rated?

No

At the time of inspection, all common area fire doors appeared to be in good condition & well maintained. However it was noted that there were a number of doors with excessive or uneven gaps. Ground floor South wing offices, South end of the building, Fire doors had gaps in excess of 10 mm on the foot of the doors & a gap in excess of 5 mm on the head. This was repeated on the fire doors on the first floor, on both ground floor, first floors on the north staircase & all fire doors on the central staircase on all floors.

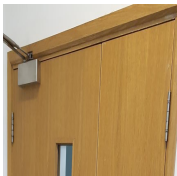


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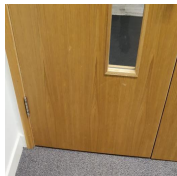


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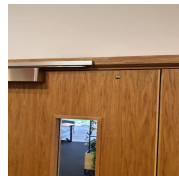


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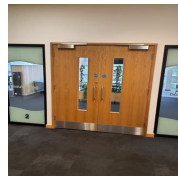


Photo 82



Photo 83



Photo 84

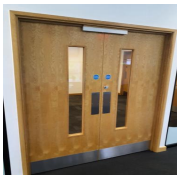


Photo 85



Photo 86

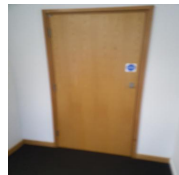


Photo 87



Photo 88

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M1

Fire doors identified to be adjusted by a competent fire door installer, where necessary droppers should be installed to the foot of the doors to allow for adequate adjustment at the head of the doors.

Detailed Risk Assessment Part 2 / N - Emergency Lighting / N1

If emergency lighting is provided, is the coverage sufficient and in good repair? (Internal and external)

No

At the time of inspection, a number of emergency lighting units were found to have no charge lights on them, although not tested, it is safe to assume these units are not working as designed. Outside of Pasmore Suite, adjacent to the stud wall, an EL unit was found as described. In the Library area of the building on the 2nd floor, South East corner of the building, all the EL units were found as described above. In all other areas of the building the EL lighting appeared to be in good condition & working as designed.

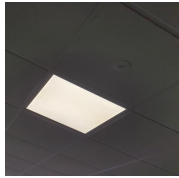


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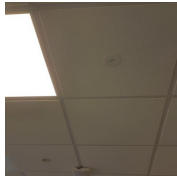


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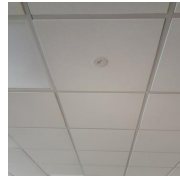


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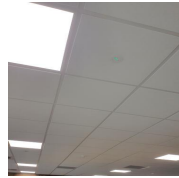


Photo 92



Photo 93

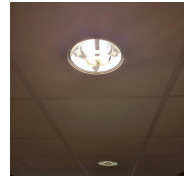


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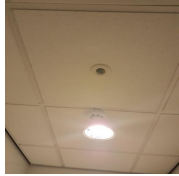


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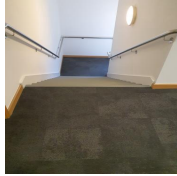


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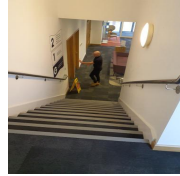


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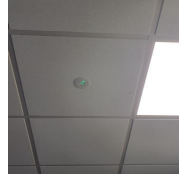


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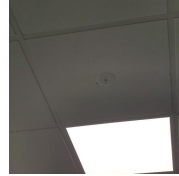


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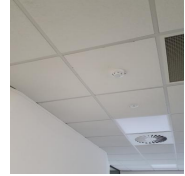


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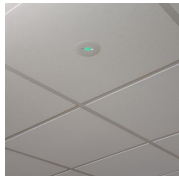


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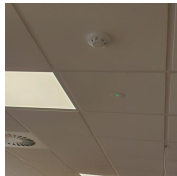


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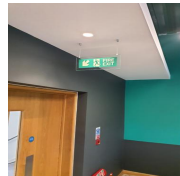


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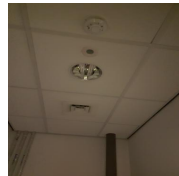


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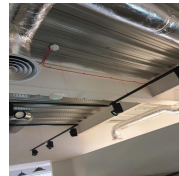


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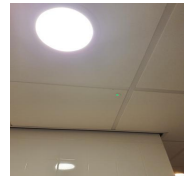


Photo 106

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N1

A suitably qualified trade person should investigate the emergency lighting units that appear not to be working & repair or replace them as necessary.

Detailed Risk Assessment Part 2 / P - Means of Giving Warning in Case of Fire / P1

Is a reasonable fire detection and fire alarm system provided in the common areas, where necessary?

Yes

At the time of inspection, the fire alarm system appeared to be of at least L2 standard, this was deemed suitable for the building & its use. It was noted that the power isolate key for the fire alarm system was left in the switch, allowing unauthorised & untrained persons to turn the power off to the fire alarm system.



Photo 136



Photo 137



Photo 138

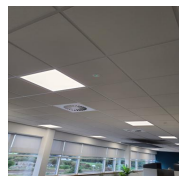


Photo 139



Photo 140



Photo 141

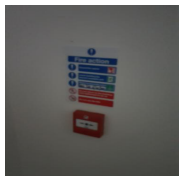


Photo 142



Photo 143

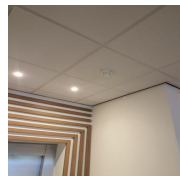


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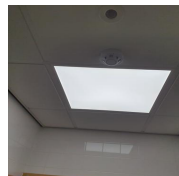


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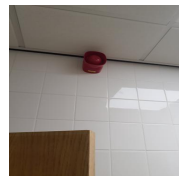


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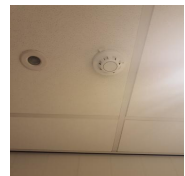


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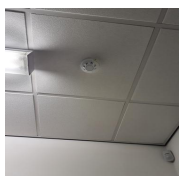


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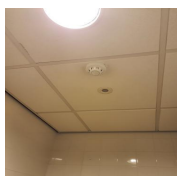


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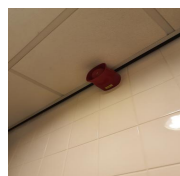


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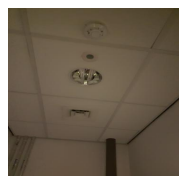


Photo 151



Photo 152

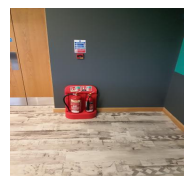


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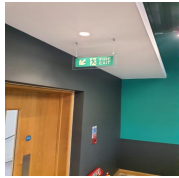


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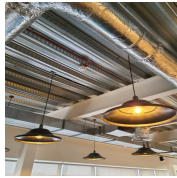


Photo 155



Photo 156

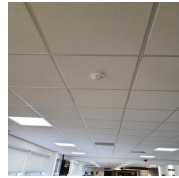


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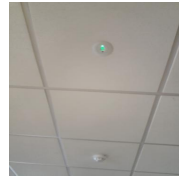


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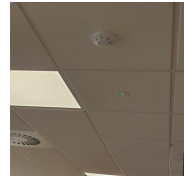


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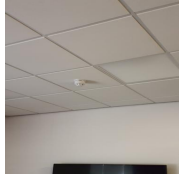


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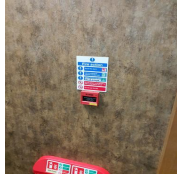


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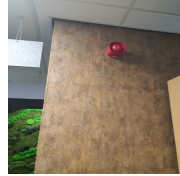


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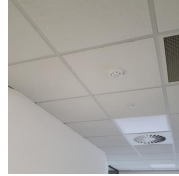


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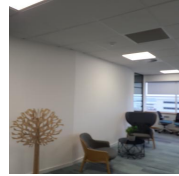


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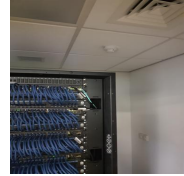


Photo 165



Photo 166

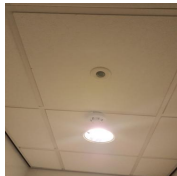


Photo 167



Photo 168

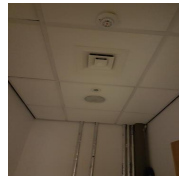


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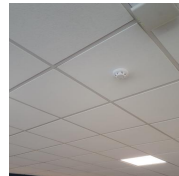


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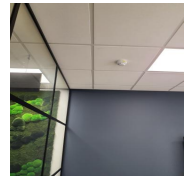


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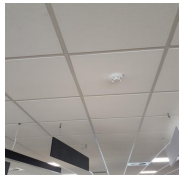


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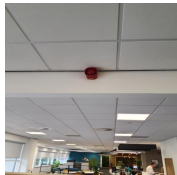


Photo 173

Open | Priority Medium | Due 18 Jan 2024 8:43 PM GMT | Created by Barry Purdy

P1

Fire alarm power key & control key should not be left in the panel & switch, where an untrained person may take control of the system isolating the panel or silencing or resetting it in a fire situation. These keys must be secured to only allow suitably trained persons to have access to them.

Detailed Risk Assessment Part 2 / Q - Measures to Limit Fire Spread and Development / Q1

Is there adequate levels of compartmentation between floors and between flats and the common escape routes?

No

At the time of inspection, a compartmentation survey had been completed in the building & work had started to rectify the significant number of compartmentation penetrations.



Photo 176



Photo 177

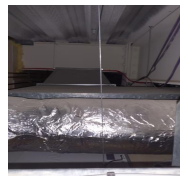


Photo 178



Photo 179



Photo 180

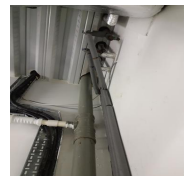


Photo 181



Photo 182

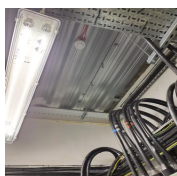


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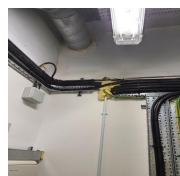


Photo 184



Photo 185



Photo 186

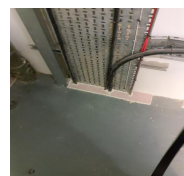


Photo 187



Photo 188

Open | Created by Barry Purdy

Q1

Although the compartmentation survey has revealed significant breach in the compartmentation, it is recommended that Believe housing request a copy of the Regulation 38 pack from the free holder, this will reveal construction methods & fire ratings within the building, giving a method of recourse to recover the costs for the fire a stopping & compartmentation survey from freeholder as the building is relatively new.

Detailed Risk Assessment Part 2 / Q - Measures to Limit Fire Spread and Development / Q2

**Are hidden voids appropriately enclosed and/or fire-stopped?
(consider above suspended ceilings)**

No

At the time of inspection, it was identified that the walls of the ground floor server room did not extend up beyond the false ceiling to the structural ceiling, this was missed by the compartmentation survey, but identified by the fire stopping installation team whilst the FRA inspection was being undertaken.



Photo 189



Photo 190



Photo 191

Open | Priority Medium | Due 18 Jan 2024 9:16 PM GMT | Created by Barry Purdy

Q2

Due to the nature of the server room the fire rated structure should extend the full height from structural floor to the structural ceiling formed by the floor above. Suitable fire dampers should be installed in the HVAC system to isolate the server room from the rest of the building on activation of the fire alarm system.

Detailed Risk Assessment Part 2 / Q - Measures to Limit Fire Spread and Development / Q6

As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire?

No

At the time of inspection, no fire dampers were noted as being installed & no control panel observed, this has lead to the conclusion, no fire dampers were installed, it was noted HVAC ducting penetrating through compartment walls with no visible fire dampers. It was not able to be confirmed if this was identified in the compartmentation survey. It is believed that any issue in relation to the fire dampers will be restricted to the areas of the ground floor server room, central staircase & lift shaft, & the first floor server room.



Photo 192



Photo 193

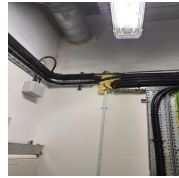


Photo 194

Open | Priority Low | Due 18 Apr 2024 9:28 PM BST | Created by Barry Purdy

Q6

It is recommended that a HVAC specialist carries out a survey of the HVAC system to identify areas of the system that require fire dampers & the best location for the control panel. This may have to be done in consultation with the freeholder.

Detailed Risk Assessment Part 2 / Q - Measures to Limit Fire Spread and Development / Q8

Are soft furnishings in common areas appropriate to limit fire spread/growth?

No

At the time of inspection, the soft furnishing in the building were in good condition & appeared to be relatively new, however the labels indicating the fire rating of the materials had been removed, with only a limited number & type displaying the correct fire rating markings.

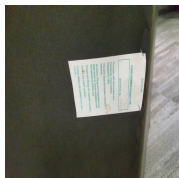


Photo 208

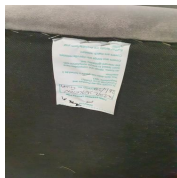


Photo 209

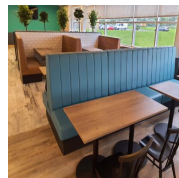


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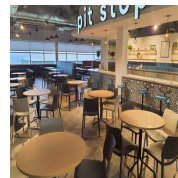


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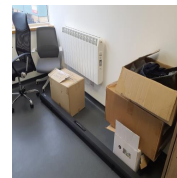


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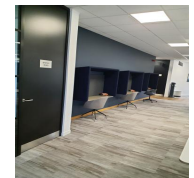


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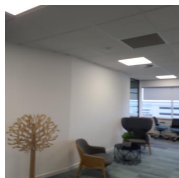


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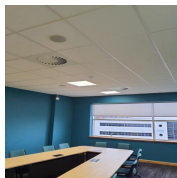


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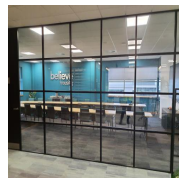


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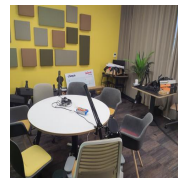


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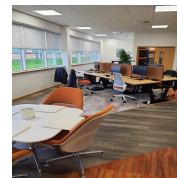


Photo 218



Photo 219

Open | Created by Barry Purdy

Q8

It is recommended that Believe Housing contacts the retailer of the furniture & requests a copy for the fire rating specifications for each type of soft furnishing purchased, these specification should be place on file for future reference. If fire rating specification cannot be confirmed, then consideration should be given to replacing those items that cannot be identified as having a suitable fire rating.

Detailed Risk Assessment Part 2 / Q - Measures to Limit Fire Spread and Development / Q9

Does the premises have any external balconies, cladding or materials which may promote external fire spread?

Yes

At the time of inspection, it was noted that the exterior of the build was completely covered in metal cladding material, from a visual inspection it was not able to determined the cladding system or the fixing method.



Photo 220



Photo 221



Photo 222



Photo 223



Photo 224

Open | Created by Barry Purdy

Q9

It is recommended that Believe Housing contacts the freeholder to request a copy of the regulation 38 pack, this should identify the cladding system & fixing method as well as any substrate that may promote fire spread, If the regulation 38 pack is not available, then it is recommended that an external wall survey is carried out. These should be used to form a note on the building file.

Detailed Risk Assessment Part 2 / S - Relevant Automatic Fire Extinguishing Systems / S3

If any other relevant systems / equipment is installed, state type of system and comment as necessary

No

At the time of inspection, there were fire evacuation chairs located on all floors of the building on each escape route, verbal questioning of staff revealed that there was no one trained to use the chairs.



Photo 236

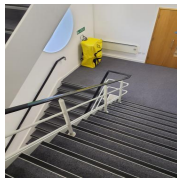


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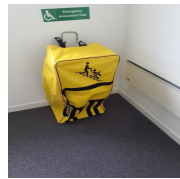


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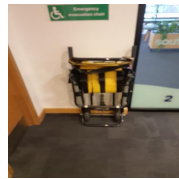


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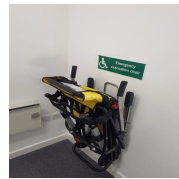


Photo 240



Photo 241



Photo 242

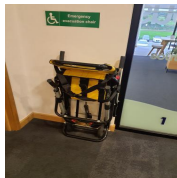


Photo 243

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S3

It is recommended that either staff are trained in the safe use of the evacuation chairs or they are withdrawn from the building, in favour of refuge points or limiting disabled persons to the ground floor of the building where their evacuation will be easier & safer, in the event of a fire. This should be done in conjunction with a PEEP.

Detailed Risk Assessment Part 2 / T - Procedures and Arrangements / T6

Are there adequate procedures in place for the evacuation of disabled people who are likely to be present?

No

At the time of inspection, evacuation chairs were located in the building, no staff members were suitably trained to use them. Also see action in section S3.

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T6

Any disabled staff members should be offered a Personal Emergency Evacuation Plan (PEEP) these plans should be sufficient as not to rely on the fire service to rescue any disabled person or person with temporary disabilities, if assistance is required then any staff members should receive suitable training for any role they are required to perform in assisting to evacuate disabled persons from the building.

Detailed Risk Assessment Part 2 / T - Procedures and Arrangements / T7

Are staff nominated and trained on the use of fire extinguishing appliances?

No

At the time of inspection, verbal questioning of a selection of staff members revealed, although all staff did fire training as part of induction, no specific fire awareness refresher training has been undertaken.

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T7

Basic fire awareness training is required for all staff members, on induction, then periodically (recommended annually). Believe Housing should implement a staff fire training program to meet the minimum required by the RRO 2005.

Detailed Risk Assessment Part 2 / T - Procedures and Arrangements / T8

Are staff nominated and trained to assist in evacuation (Where applicable e.g. Offices, supported schemes)?

No

At the time of inspection, it was identified that team leaders would act as fire marshals in the event of the fire alarm activating, because of the way the office works with hot desking & home working since lockdown, this program appears to have stopped.

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T8

It is recommended that senior management at Believe Housing review the fire strategy with the current working arrangement & review the need for fire marshals, should they be deemed necessary, then a suitable training program should be devised to train & maintain skills of the staff for the fire marshal role.

Detailed Risk Assessment Part 2 / W - Records / W1

Is all routine testing and staff training including fire drills suitably recorded and available for inspection?

No

At the time of inspection, there were no records of staff fire training, although staff stated that regular fire drills did take place approximately every 6 months, no records were available to confirm this.

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W1

A suitable building fire log book should be compiled, containing all building fire safety maintenance records, in house check records, fire drill records, staff training records & a list of personnel nominated & trained for fire safety roles & responsibilities. This logbook should be maintained as up to date as possible, This can be a paper log book or digital log book.

Are all issues deemed satisfactory? [1]

No

At the time of inspection, it was noted that there was an extensive set of EV charging points for the fleet of Believe electric vehicles, as these chargers are within 5 metres of the building, should a vehicle fire occur while charging, it is highly likely that this will have an impact on the building, with potential for fire spread to the interior of the building.

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Z1

It is recommended that Believe Housing reviews the position of the EV charging points, with a view to moving them away from the building or any further charging points installed away from the building to reduce the potential effect of any fire in a charging EV on the building.

Detailed Risk Assessment Part 1

1. General Information

1.1 FRA Type:	Non Residential (Non-Destructive)
1.2 Property Type:	Purpose Built Office Block
1.3 Property Designation:	Office
1.4 Responsible Person:	Alan Smith CEO Believe Housing
1.5 No of Floors:	3
1.6 No of Flats (if applicable):	N/A
1.7 Ground Floor Area (m2):	1600 m2 approx
1.8 Total Area of all Floors (m2)	4800 m2 approx
1.9 Building Description:	<p>Based on visual inspection only, A modern steel framed 3 storey building, build circa 2017, with metal sheet hip roof, metal external cladding panels, large triple glazed windows on each floor 3 internal concrete staircases, main central staircase encompassing the lift & lift shaft, with 2 further staircases at each end of the building forming the escape route. Open plan offices each floor divided into 2 wings (North & South) with tea bars, library & eating areas on each floor, with inner rooms forming server rooms, meeting room and radio studio.</p>
1.10 Building Construction:	<p>A steel framed building with metal clad outer walls, infilled between frames with block & glazing, inner walls of a mixture block, stud & glazed walling panels. 3 concrete staircases with a central lift shaft.</p>
1.11 Extent of common areas:	<p>All areas of the building.</p>
1.12 Areas of the building to which access was not available:	<p>No access to the Anchor room due to a meeting taking place, there was no access to the roof space.</p>
1.13 If applicable, state which flats were sample inspected:	<p>N/A</p>

2. The Occupants

2.1 Management Extent	Managed Building - Manager or Senior Staff Onsite Regularly
-----------------------	---

2.2 Details of any onsite Management

The building is the head office for Believe homes, although all personnel hot desk, senior management are regularly onsite.

2.3 Person managing fire safety in the premises

Chris Turnbull (Believe Housing).

2.4 Person consulted during the fire risk assessment

Chris Turnbull (Believe housing) escorted the inspecting office on most of the inspection to answer any questions.

2.5 Number of occupants (maximum estimated)

600 at any one time.

2.6 Approximate maximum number of employees at any one time

600.

2.7 Number of members of the public (maximum estimated)

20 for meetings.

2.8 Identify any people who are especially at risk (Sleeping Occupants, Disabled Occupants, Occupants in remote areas and Lone Workers, Young Persons, Others)

It is conceivable that young persons and the elderly may be present within the building In addition, there may also be lone workers on the premises and occupants including staff with varying degrees of physical/mental impairment.

3. Fire Safety Legislation

3.1 The following fire safety legislation applies to these premises

Regulatory Reform (Fire Safety) Order 2005

3.2 The above legislation is enforced by

County Durham and Darlington Fire and Rescue Authority

3.3 Other key fire safety legislation (other than Building Regs 2000)

Health and Safety (Safety Signs and Signals) Regulations 1996

3.4 The other legislation referred to above is enforced by

Health & Safety Executive.

3.5 Guidance used as applicable to premises and occupation

Offices & Shops

3.6 Is there an alteration or enforcement notice in force?

No

At the time of inspection, there was no evidence to suggest that any alteration or enforcement

notices were in place.

3.7 Fire loss experience (since last FRA)

No

At the time of inspection, there was no evidence to suggest that any alteration or enforcement notices were in place.

A - Electrical Ignition Sources

1 action

A1

Is the fixed electrical installation periodically inspected and tested, (include dates if known)?

Yes

As per policy principle.



Photo 5



Photo 6

Policy Principle: It is the Policy of Believe Housing to carry out an inspection and test of the fixed electrical systems within all properties that it owns and/or manages every 5 years.

Action/Recommendation Required?:

A2

Is PAT testing in common areas carried out?

Yes

At the time of inspection, portable appliances were being PAT tested in the building, in accordance with HSE guidance & not the policy principle, this was deemed acceptable & was properly managed.



Photo 7



Photo 8



Photo 9



Photo 10

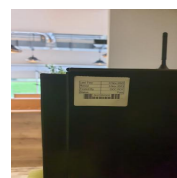


Photo 11

Policy Principle: It is the Policy of Believe Housing to carry out the PAT testing of all portable electrical appliances within the common areas on a 12 monthly basis.

Action/Recommendation Required?:

A3

Is there a policy for personal electrical appliances (consider restrictions of communal supply points such as outlets and T pin outlets)?

Yes

At the time of inspection, personal electrical items were not permitted to be used in the building, unless they had been approved for use by a manager & were PAT tested.

Policy Principle: It is the Policy of Believe Housing to advise occupants that personal electrical equipment is not to be used in common areas.

Action/Recommendation Required?

A4

1 action

Is the use of adapters and leads limited?

Yes

At the time of inspection, the use of trailing leads was evident throughout the building with the use limited, however their use appeared to be appropriate with no signs of overloading. However it was noted in the Broadcast Room that a training lead was being used where it created a trip hazard, this was despite suitable floor sockets being available.

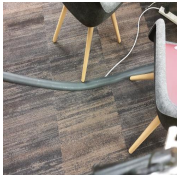


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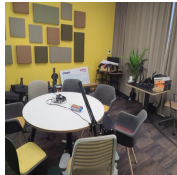


Photo 13

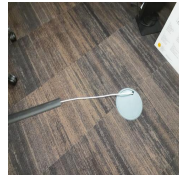


Photo 14

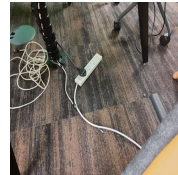


Photo 15

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A4

The use of extension cords in the broadcasting room should be limited & use of the underfloor outlets should be utilised, to stop the cable running across the room creating a trip hazard & leading the cable exposed to possible damage. If necessary additional outlets should be installed to reduce the reliance on extensions & adapters.

Action/Recommendation Required?

Yes

Action Priority:

Low - 6 Months

A5

Are there any PV cells installed and do they have the appropriate isolation systems and signage to assist the fire and rescue service?

N/A

At the time of inspection, no PV cells were noted as being installed on the building.

Action/Recommendation Required?

B - Smoking Policies

B1

Are there suitable arrangements to prevent fire as a result from smoking?

Yes

At the time of inspection, smoking was not permitted anywhere within the building in accordance with the Health Act 2007.

Action/Recommendation Required?

B2

Is the policy being adhered to and are "No smoking" signs provided in the common areas?

Yes

At the time of inspection, a designated smoking area was provided for those who wished to smoke, there was no evidence to suggest that the smoking policy was not being adhered to.



Photo 16

Action/Recommendation Required?

C - Arson

C1

Are premises secure against arson by outsiders? (Please state how)

Yes

At the time of inspection, the building was connected to an alarm monitoring station, for both security & fire alarms, entry to the building was via a card access system & CCTV was installed in & around the building, these measures were deemed suitable to control the risk from arson attack.

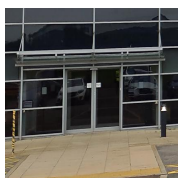


Photo 17

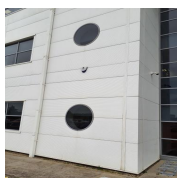


Photo 18



Photo 19



Photo 20



Photo 21



Photo 22

Action/Recommendation Required?

C2

Are bins secured or fire loading stored in a suitable location? (Please state bin type, location, if and how it is secured)

N/A

At the time of inspection, all bins were in the offices & not outside of the building, these bins were emptied daily by the cleaning contractor & the rubbish removed by them. This was deemed suitable.

Action/Recommendation Required?

D - Portable Heaters and Installations

D1

If used, is the use of portable heaters regarded as safe?

N/A

At the time of inspection, no portable heaters were observed in use in the building.

Action/Recommendation Required?

D2

Are fixed heating systems maintained annually?

Yes

At the time of inspection, the main source of heating in the building was via a HVAC system, with the stairwells & shower rooms fitted with wall mounted electrical heaters, all systems were regularly maintained in line with the Policy Principle.



Photo 23



Photo 24



Photo 25



Photo 26



Photo 27



Photo 28

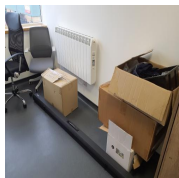


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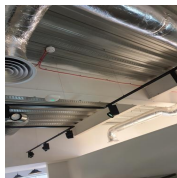


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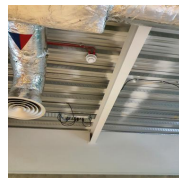


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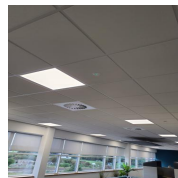


Photo 32

Policy Principle: It is the Policy of Believe Housing to carry out annual gas servicing programme (LGSRs) to all properties that it owns and/or manages.

Action/Recommendation Required?

E - Cooking

E1

Are reasonable measures in place to prevent fires as a result of cooking, including replacing filter(where necessary)?

Yes

At the time of inspection, the only means of cooking was with microwave ovens, with no direct heat cooking appliances, this was deemed a suitable control measure to prevent fires from cooking.

Action/Recommendation Required?

F - Lightning

1 action

F1

1 action

Does the building have a lightning protection system?

Yes

At the time of inspection, there was evidence to suggest that a lightning protection system was installed on the building, it was unclear whose responsibility it was to ensure this system was

tested & maintained.



Photo 33



Photo 34



Photo 35



Photo 36



Photo 37



Photo 38



Photo 39



Photo 40

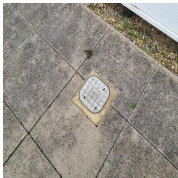


Photo 41



Photo 42



Photo 43



Photo 44

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F1

Believe Housing should check the lease agreement & liaise with the freeholder of the building to establish responsibility for testing of the lightning protection system, to ensure it is maintained & tested in accordance with BS EN 62305-2:2012.

Policy Principle: It is the Policy of Believe Housing to carry out annual testing to all properties protected by a lightning system.

Action/Recommendation Required?

Yes

Action Priority:

Low - 6 Months

G - Housekeeping

2 actions

G1

1 action

Are combustible materials kept away from any sources of ignition, including gas and electrical intake cupboards?

No

At the time of inspection, it was noted that in the shower room on the 1st floor, that combustible materials were being store next to electrical heaters, although the heaters were switched off, there was the potential for the heaters to be turned on & the combustibles kept in situ. No other combustibles were noted being stored close to ignition sources.



Photo 45

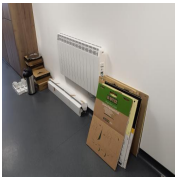


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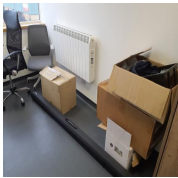


Photo 47

Open | Priority Medium | Due 18 Jan 2024 5:39 PM GMT | Created by Barry Purdy

G1

Believe Housing should ensure this areas is kept clear of combustible materials or that the heaters are suitably disconnected to prevent them being turned on.

Action/Recommendation Required?

Yes

Action Priority:

Medium - 3 Months

G2

1 action

Are the escape routes kept clear of items combustible materials or waste and free of any trip hazards?

Yes

At the time of inspection, all escape routes were clear of combustibles & trip hazards. However it was noted that under the stairs in the south wing stairwell items were being stored, although these were not combustible materials, it could encourage other to store items in this location.



Photo 48

Open | Created by Barry Purdy**G2**

It is recommended that signs are displayed in the stair wells & under the stairs "No Storage in Stairwells".

Action/Recommendation Required?

Yes

Action Priority:

Recommendation - No Timescale

G3**Are mobility scooters or electric vehicles stored in the means of escape? If yes has an assessment been undertaken in line with the NFCC "Mobility Scooter Guidance for Residential Buildings"?**

N/A

At the time of inspection, there was no evidence of mobility scooters being stored in the building.

Action/Recommendation Required?**H - Hazards Introduced by Contractors****H1****Is there satisfactory control over works carried out in the building by contractors (e.g. hot work permits)?**

Yes

As per the Policy Principle.

Policy Principle: It is the Policy of Believe Housing to ensure all contractors provide risk assessments and method statements when carrying out hot works.

Action/Recommendation Required?

I - Dangerous Substances

I1

If dangerous substances are used, has a risk assessment been carried out as required by the Dangerous Substances and Explosives Atmospheres Regulations 2002 and are they stored correctly?

N/A

At the time of inspection, no dangerous substances or processes were identified that would fall under DSEAR 2002.

Action/Recommendation Required?

J - Other Significant Hazards

J1

Are all issues deemed satisfactory? [1]

Yes

At the time of inspection, no other significant fire hazards were noted.

Action/Recommendation Required?

J2

Are all issues deemed satisfactory? [2]

Yes

At the time of inspection, no dangerous processes were noted.

Action/Recommendation Required?

K - Means of Escape

K1

Is the escape route design deemed satisfactory? (Consider current design codes)

Yes

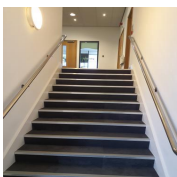


Photo 49

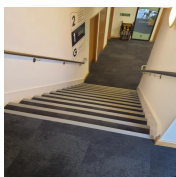


Photo 50



Photo 51

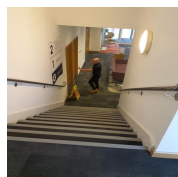


Photo 52

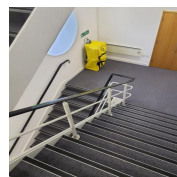


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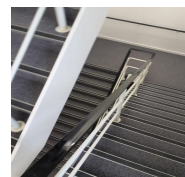


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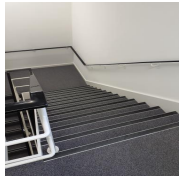


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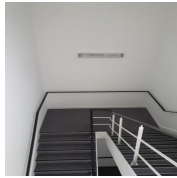


Photo 56



Photo 57

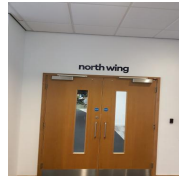


Photo 58



Photo 59



Photo 60



Photo 61

Action/Recommendation Required?

K2

Is the fire-resisting construction (including any glazing) protecting escape routes and staircases of a suitable standard and maintained in sound condition?

Yes

At the time of inspection, the fire-resisting construction (including any glazing) protecting escape routes and staircases was of a suitable standard and maintained in sound condition.

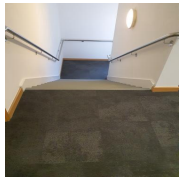


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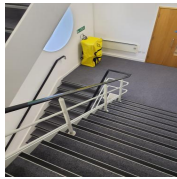


Photo 63

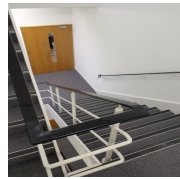


Photo 64

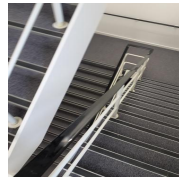


Photo 65

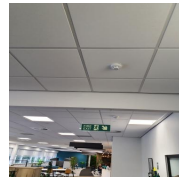


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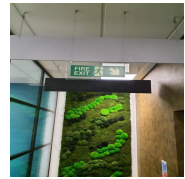


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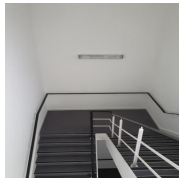


Photo 68

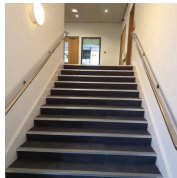


Photo 69

Action/Recommendation Required?

K3

Is there adequate provision of exits (including exit Widths) for the numbers who may be present?

Yes

At the time of inspection, there were 3 final exits from the building, these were the 2 double width final exit doors at the end of each wing & the central main entrance, this was via sliding doors, it was confirmed that the sliding doors opened on operation of the fire alarm system. The number & size of exits was deemed suitable for the numbers & the use of the building.



Photo 70

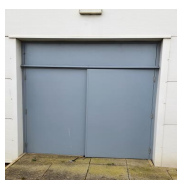


Photo 71

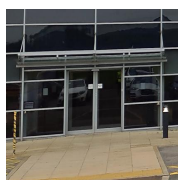


Photo 72

Action/Recommendation Required?

K4

Are doors on escape routes easily opened? (and are sliding or revolving doors avoided?)

Yes

At the time of inspection, all final exit doors noted on the escape route opened easily & freely. It was noted that the main entrance was via sliding doors, it was confirmed that these doors move to the open position & stay open until the fire alarm is reset. However there were alternative final exit doors available within the 45m permissible travel distance for offices with more one direction of travel.

Action/Recommendation Required?

K5

Do final exits open in the direction of escape where necessary?

Yes

At the time of inspection, the final exit doors at the end of each wing opened in the direction of travel. See the note in K4 regarding main entrance door.

Action/Recommendation Required?

K6

Are travel distances satisfactory? (consider single direction and more than one direction, property risk profile and occupancy characteristics)

Yes

At the time of inspection, the maximum travel distance in the building was within the permissible travel distance contained in ADB Table 2.1.

Action/Recommendation Required?

K7

Are there suitable precautions for all inner rooms?

Yes

At the time of inspection a number of inner rooms were noted in the open offices, these had large glass panel walls & detection within the office space, it was noted that the glass walls did not show any safety markings on the glazing & the walls did not extend above the false ceiling to the structural floor above. This was deemed acceptable for their use as meeting rooms with an alarm system that appeared to be of at least L2. However it was noted that the ground floor server room walls also did not extend up to the structural ceiling (see action Q2).

Action/Recommendation Required?

K8**Are escape routes separated where appropriate?**

Yes

At the time of inspection, the escape routes were suitably separated.

Action/Recommendation Required?

K9**Are corridors sub-divided where appropriate?**

N/A

At the time of inspection, the office spaces were open plan with meeting room on the corners of each floor, with no discernable corridors.

Action/Recommendation Required?

K10**Do escape routes lead to a place of safety?**

Yes

At the time of inspection, all escape routes lead to a place of safety.

Action/Recommendation Required?

K11**Are the stairs and/or lobbies provided with adequate ventilation? (If considered satisfactory, please state provision)**

No

At the time of inspection, no ventilation was noted in the stairs, due to the height of the ceilings in the stairwells & the use of the building, this was deemed acceptable.

Action/Recommendation Required?

K12**Are there any other issues that could affect the means of escape, for example plastic conduit/loose cables not secured by fire rated fastening?**

No

At the time of inspection, no conduit or loose cables were noted on the escape route, all cables above the false ceiling appeared to be contained in suitable trays or secured with fire resistant fastenings.



Photo 74



Photo 75



Photo 76

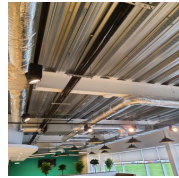


Photo 77



Photo 78

Action/Recommendation Required?

L - Flat Entrance Doors

L1

Are the sample inspection flat entrance door or doors in good condition and appropriately fire rated?

N/A

Commercial Office Building.

Policy Principle: Believe Housing carry out fire door inspections through competent contractor annually, with six-month inspection in housing plus units (sheltered schemes).

Action/Recommendation Required?

M - Common Area Fire Doors

1 action

M1

1 action

Are all common area fire door and frames in good condition and appropriately fire rated?

No

At the time of inspection, all common area fire doors appeared to be in good condition & well maintained. However it was noted that there were a number of doors with excessive or uneven gaps. Ground floor South wing offices, South end of the building, Fire doors had gaps in excess of 10 mm on the foot of the doors & a gap in excess of 5 mm on the head. This was repeated on the fire doors on the first floor, on both ground floor, first floors on the north staircase & all fire doors on the central staircase on all floors.

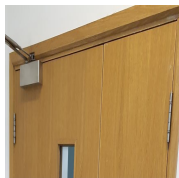


Photo 79

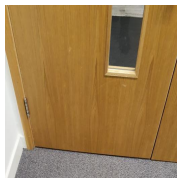


Photo 80

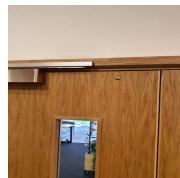


Photo 81

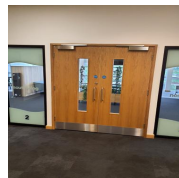


Photo 82

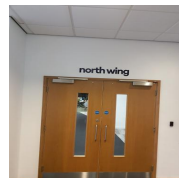


Photo 83



Photo 84

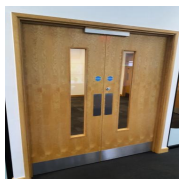


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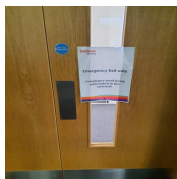


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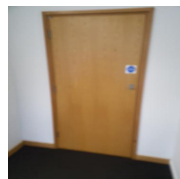


Photo 87

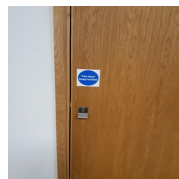


Photo 88

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M1

Fire doors identified to be adjusted my a competent fire door installer, where necessary droppers should be installed to the foot of the doors to allow for adequate adjustment at the head of the doors.

Policy Principle: Believe Housing carry out fire door inspections through competent contractor annually, with six-month inspection in housing plus units (sheltered schemes).

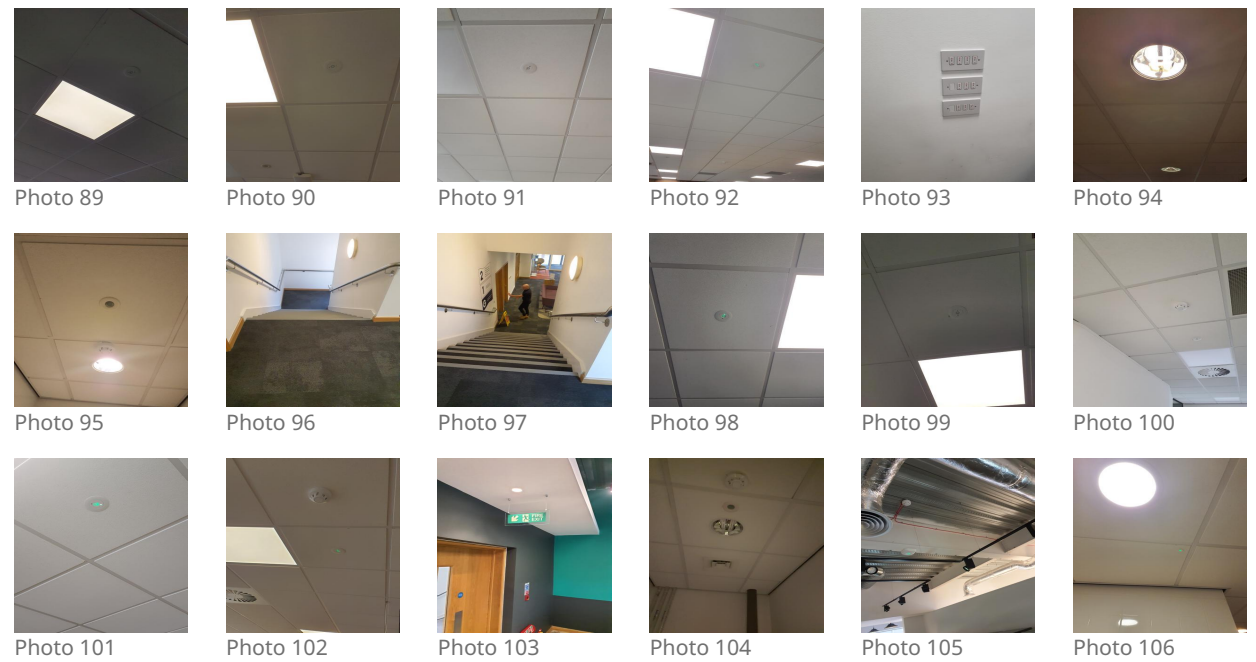
Action/Recommendation Required?	Yes
Action Priority:	Medium - 3 Months

N - Emergency Lighting1 action

N11 action

If emergency lighting is provided, is the coverage sufficient and in good repair? (Internal and external)	No
---	----

At the time of inspection, a number of emergency lighting units were found to have no charge lights on them, although not tested, it is safe to assume these units are not working as designed. Outside of Pasmore Suite, adjacent to the stud wall, an EL unit was found as described. In the Library area of the the building on the 2nd floor, South East corner of the building, all the EL units were found as described above. In all other areas of the building the EL lighting appeared to be in good condition & working as designed.



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N1

A suitably qualified trade person should investigate the emergency lighting units that appear not to be working & repair or replace them as necessary.

Policy Principle: It is the Policy of Believe Housing to carry out monthly testing, 12 monthly servicing and ongoing maintenance of the emergency lighting within all properties that it owns and/or manages.

Action/Recommendation Required?

Yes

Action Priority:

Medium - 3 Months

N2

If EL not provided, is borrowed/artificial lighting sufficient for escape? (Internal and external)

Yes

There was no EL visible on the external escape routes from the building other than directly above the fire exit doors, suitable scavenged light would be available from street lighting.



Photo 107

Action/Recommendation Required?

O - Fire Safety Signs and Notices

O1

Is there adequate provision of visible fire safety signs and notices? (Consider directional, exits, stairs, fire action notices, Fire door keep shut, fire equipment and 'do not use lift' signage)

Yes

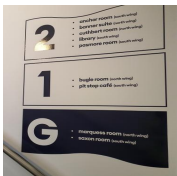


Photo 108

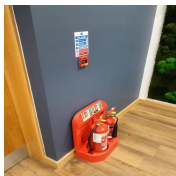


Photo 109



Photo 110



Photo 111

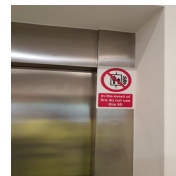


Photo 112

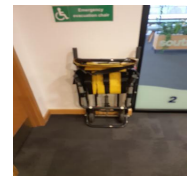


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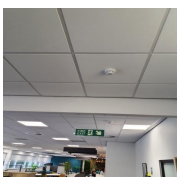


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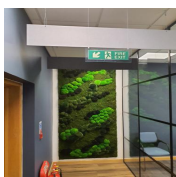


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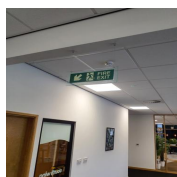


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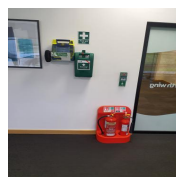


Photo 117



Photo 118

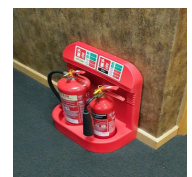


Photo 119



Photo 120



Photo 121

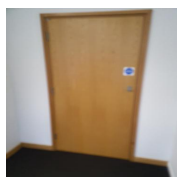


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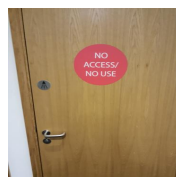


Photo 123



Photo 124

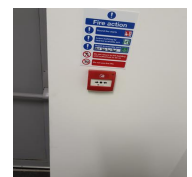


Photo 125



Photo 126



Photo 127



Photo 128

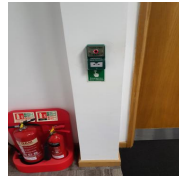


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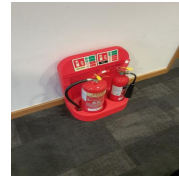


Photo 130



Photo 131

Action/Recommendation Required?

02

Wayfinding Signage (buildings over 11 metres in height). Are there clear markings for flat and floor recognition provided?

Yes

At the time of inspection, although wayfinder signage was not required for a building of this height or type of use, the signage displayed was considered suitable for this purpose.



Photo 132



Photo 133



Photo 134



Photo 135

Action/Recommendation Required?

P - Means of Giving Warning in Case of Fire

1 action

P1

1 action

Is a reasonable fire detection and fire alarm system provided in the common areas, where necessary?

Yes

At the time of inspection, the fire alarm system appeared to be of at least L2 standard, this was deemed suitable for the building & its use. It was noted that the power isolate key for the fire alarm system was left in the switch, allowing unauthorised & untrained persons to turn the power off to the fire alarm system.



Photo 136



Photo 137



Photo 138

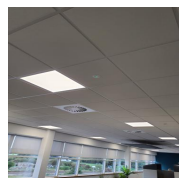


Photo 139



Photo 140



Photo 141

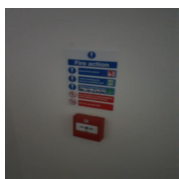


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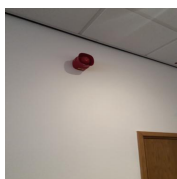


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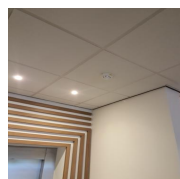


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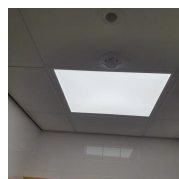


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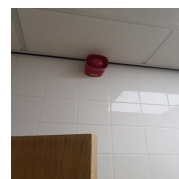


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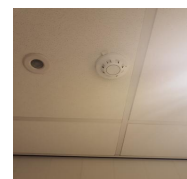


Photo 147



Photo 148

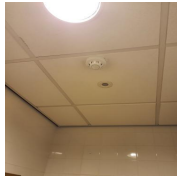


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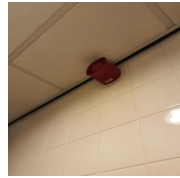


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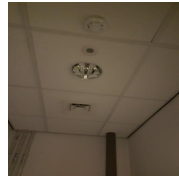


Photo 151



Photo 152

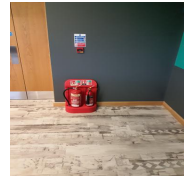


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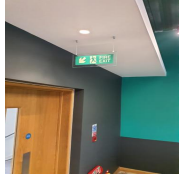


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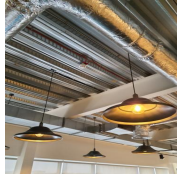


Photo 155



Photo 156

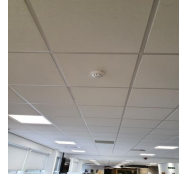


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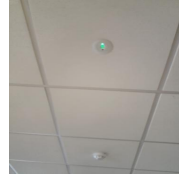


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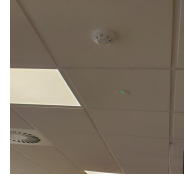


Photo 159



Photo 160



Photo 161

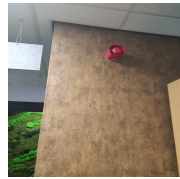


Photo 162

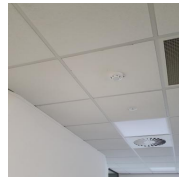


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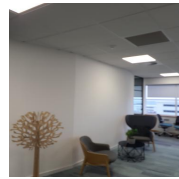


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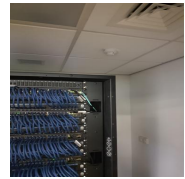


Photo 165



Photo 166

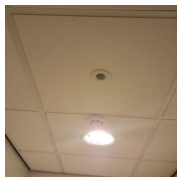


Photo 167



Photo 168

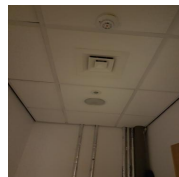


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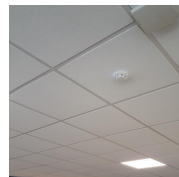


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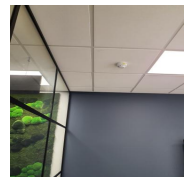


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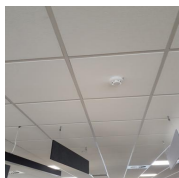


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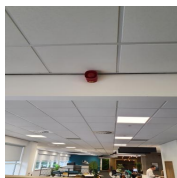


Photo 173

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P1

Fire alarm power key & control key should not be left in the panel & switch, where an untrained person may take control of the system isolating the panel or silencing or resetting it in a fire situation. These keys must be secured to only allow suitably trained persons to have access to them.

Policy Principle: It is the Policy of Believe Housing to carry out weekly or monthly testing, 6 or 12 monthly servicing and ongoing maintenance of the alarm systems within all properties that it owns and/or manages.

Action/Recommendation Required?

Yes

Action Priority:

Medium - 3 Months

P2

If installed, is the common area AFD adequate for the occupancy and fire risk?

Yes

At the time of inspection, the ADF in the building was deemed adequate for the building & its use, with the system appearing to be of at least L2 standard.

Action/Recommendation Required?

P3

If not installed, are the premises deemed safe without a common area AFD system?

N/A

Suitable AFD installed

Action/Recommendation Required?

P4

If there is a communal fire detection and fire alarm system, does it extend into the dwellings?

N/A

Action/Recommendation Required?

P5

Where appropriate, has a fire alarm zone plan been provided?

Yes

At the time of inspection, a suitable zone plan was displayed adjacent to the fire alarm control panel.



Photo 174

Action/Recommendation Required?

P6

Where appropriate, are there adequate arrangements for silencing and resetting an alarm condition?

Yes

At the time of the inspection, the system was remotely monitored in a call receiving centre, trained staff were available during normal office hours in the building to silence & reset the system, a call out system from the monitoring centre would perform this task outside of normal office hours.



Photo 175

Action/Recommendation Required?

P7

If applicable, is a separate domestic hard-wired smoke/heat alarm within the flats installed to a suitable standard?

N/A

Commercial building.

Action/Recommendation Required?

P8

If applicable (Sheltered scheme) is the smoke detection within the flats monitored by an alarm receiving centre/on site scheme manager via a telecare system?

N/A

Commercial building.

Action/Recommendation Required?

Q - Measures to Limit Fire Spread and Development

5 actions

Q1

1 action

Is there adequate levels of compartmentation between floors and between flats and the common escape routes?

No

At the time of inspection, a compartmentation survey had been completed in the building & work had started to rectify the significant number of compartmentation penetrations.



Photo 176



Photo 177

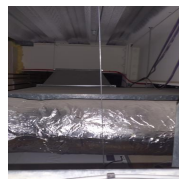


Photo 178



Photo 179



Photo 180

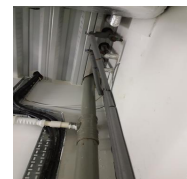


Photo 181



Photo 182

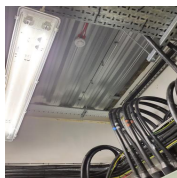


Photo 183

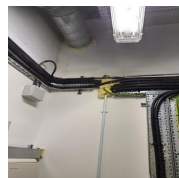


Photo 184



Photo 185



Photo 186

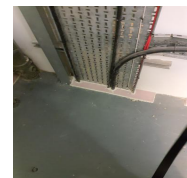


Photo 187



Photo 188

Q1

Although the compartmentation survey has revealed significant breach in the compartmentation, it is recommended that Believe housing request a copy of the Regulation 38 pack from the freeholder, this will reveal construction methods & fire ratings within the building, giving a method of recourse to recover the costs for the fire a stopping & compartmentation survey from freeholder as the building is relatively new.

Policy Principle: Believe Housing have recently procured the services of compartmentation surveys to all blocks that require a fire risk assessment. This is to commence January 2022-January 2024. All findings of the compartmentation survey will be remedied by a BM Trada and FIRAS certified contractor.

Action/Recommendation Required?

Yes

Action Priority:

Recommendation - No Timescale

Q2

1 action

**Are hidden voids appropriately enclosed and/or fire-stopped?
(consider above suspended ceilings)**

No

At the time of inspection, it was identified that the walls of the ground floor server room did not extend up beyond the false ceiling to the structural ceiling, this was missed by the compartmentation survey, but identified by the fire stopping installation team whilst the FRA inspection was being undertaken.



Photo 189



Photo 190



Photo 191

Q2

Due to the nature of the server room the fire rated structure should extend the full height from structural floor to the structural ceiling formed by the floor above. Suitable fire dampers should be installed in the HVAC system to isolate the server room from the rest of the building on activation of the fire alarm system.

Policy Principle: Believe Housing have recently procured the services of compartmentation surveys to all blocks that require a fire risk assessment. This is to commence January 2022-January 2024. All findings of the compartmentation survey will be remedied by a BM Trada and FIRAS certified contractor.

Action/Recommendation Required?

Yes

Action Priority:

Medium - 3 Months

Q3

Is there adequately fire protected service risers and/or ducts in common areas, that will restrict the spread of fire and smoke?

No

At the time of inspection, a number of penetrations were noted in the service ducts that were not suitably fire stopped, this is currently being addressed with the installation of fire stopping, see Q1

Action/Recommendation Required?

Q4

Is compartmentation maintained in the roof space?

Unknown

At the time of inspection, there was no visible access hatches to the roof space & it was unable to be determined where any access hatches were located. This was confirmed by Chris Turnbull (Believe housing fire safety officer)

Policy Principle: Believe Housing have recently procured the services of compartmentation surveys to all blocks that require a fire risk assessment. This is to commence January 2022-January 2024. All findings of the compartmentation survey will be remedied by a BM Trada and FIRAS certified contractor.

Action/Recommendation Required?

Q5

Are electrics, including embedded meters, enclosed in fire rated construction?

N/A

No embedded meters within the building.

Action/Recommendation Required?

Q6

1 action

As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire?

No

At the time of inspection, no fire dampers were noted as being installed & no control panel observed, this has lead to the conclusion, no fire dampers were installed, it was noted HVAC ducting penetrating through compartment walls with no visible fire dampers. It was not able to be confirmed if this was identified in the compartmentation survey. It is believed that any issue in relation to the fire dampers will be restricted to the areas of the ground floor server room, central staircase & lift shaft, & the first floor server room.



Photo 192



Photo 193

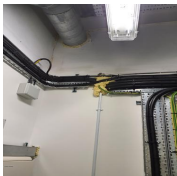


Photo 194

Q6

It is recommended that a HVAC specialist carries out a survey of the HVAC system to identify areas of the system that require fire dampers & the best location for the control panel. This may have to be done in consultation with the freeholder.

Action/Recommendation Required?

Yes

Action Priority:

Low - 6 Months

Q7

Is there reasonable limitation of linings to escape routes that might promote fire spread?

Yes

At the time of inspection, the linings of the escape route appeared to be class 0.

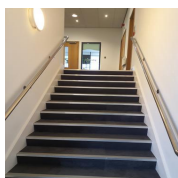


Photo 195



Photo 196

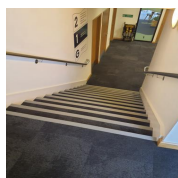


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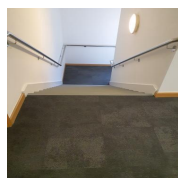


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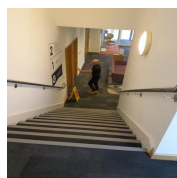


Photo 199

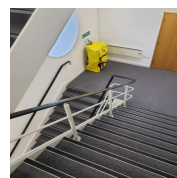


Photo 200

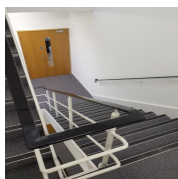


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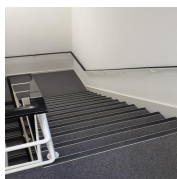


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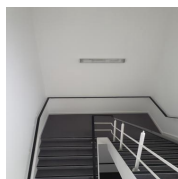


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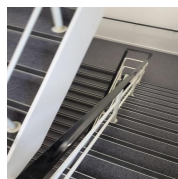


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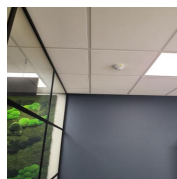


Photo 205



Photo 206

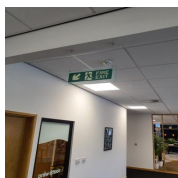


Photo 207

Action/Recommendation Required?

Q8

1 action

Are soft furnishings in common areas appropriate to limit fire spread/growth?

No

At the time of inspection, the soft furnishing in the building were in good condition & appeared to be relatively new, however the labels indicating the fire rating of the materials had been removed, with only a limited number & type displaying the correct fire rating markings.



Photo 208

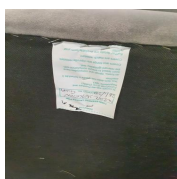


Photo 209

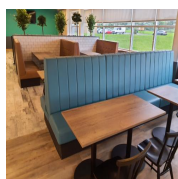


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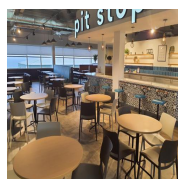


Photo 211

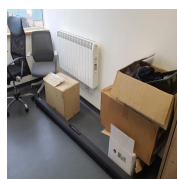


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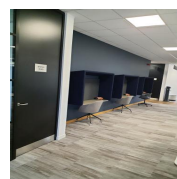


Photo 213



Photo 214

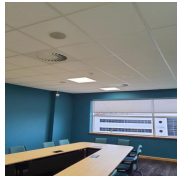


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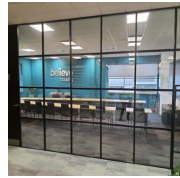


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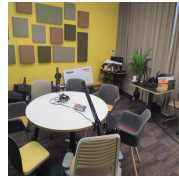


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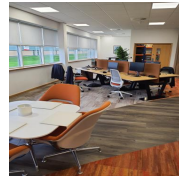


Photo 218



Photo 219

Open | Created by Barry Purdy

Q8

It is recommended that Believe Housing contacts the retailer of the furniture & requests a copy for the fire rating specifications for each type of soft furnishing purchased, these specification should be place on file for future reference. If fire rating specification cannot be confirmed, then consideration should be given to replacing those items that cannot be identified as having a suitable fire rating.

Action/Recommendation Required?

Yes

Action Priority:

Recommendation - No Timescale

Q9

1 action

Does the premises have any external balconies, cladding or materials which may promote external fire spread?

Yes

At the time of inspection, it was noted that the exterior of the build was completely covered in metal cladding material, from a visual inspection it was not able to determined the cladding system or the fixing method.

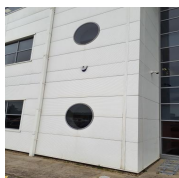


Photo 220



Photo 221



Photo 222



Photo 223



Photo 224

Open | Created by Barry Purdy

Q9

It is recommended that Believe Housing contacts the freeholder to request a copy of the regulation 38 pack, this should identify the cladding system & fixing method as well as any substrate that may promote fire spread, If the regulation 38 pack is not available, then it is recommended that an external wall survey is carried out. These should be used to form a note on the building file.

Action/Recommendation Required?

Yes

Action Priority:

Recommendation - No Timescale

Q10

Has a note been prepared of the external walls of the building and details of construction materials used? Does the note include and identify the level of risk that the design and

Unknown

materials used?

See action Q9.

Action/Recommendation Required?

Q11

Does the External wall note include any mitigating circumstances that may have been taken to reduce the risk?

Unknown

See action Q9.

Action/Recommendation Required?

Q12

Has the responsible person reviewed the external wall note on a regular basis and revised it if there have been any significant changes in the external walls.

Unknown

See action Q9.

Action/Recommendation Required?

Q13

Are all other fire spread/compartmentation issues satisfactory?

Yes

At the time of inspection, no other fire spread or compartmentation issues were noted.

Action/Recommendation Required?

R - Fire Extinguishing Appliances

R1

If required, is there reasonable provision of accessible portable fire extinguishers?

Yes

At the time of inspection, the provision of fire extinguishers in the building was in excess of the requirements in BS 5309.



Photo 225

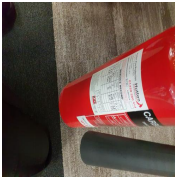


Photo 226



Photo 227

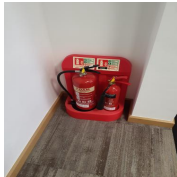


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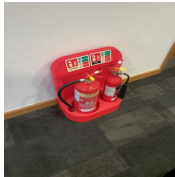


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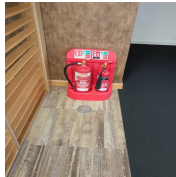


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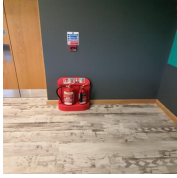


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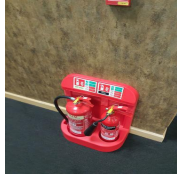


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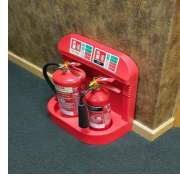


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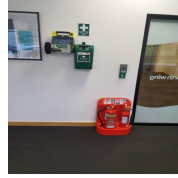


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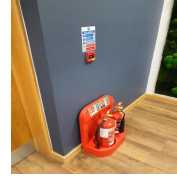


Photo 235

Action/Recommendation Required?

S - Relevant Automatic Fire Extinguishing Systems

1 action

S1

Are there any automatic fire suppressant systems on site?

N/A

At the time of inspection, no other automatic fire suppressant systems were installed in the building.

Action/Recommendation Required?

S2

Are there any fixed fire fighting mains within the premises?

N/A

At the time of inspection, no fixed fire fighting mains was installed within the premises.

Action/Recommendation Required?

S3

1 action

If any other relevant systems / equipment is installed, state type of system and comment as necessary

No

At the time of inspection, there were fire evacuation chairs located on all floors of the building on each escape route, verbal questioning of staff revealed that there was no one trained to use the chairs.



Photo 236

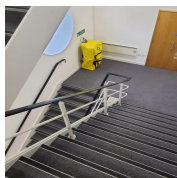


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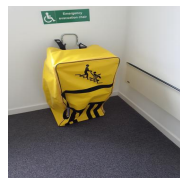


Photo 238

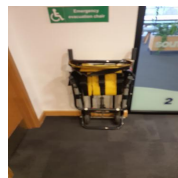


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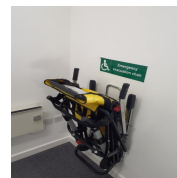


Photo 240



Photo 241

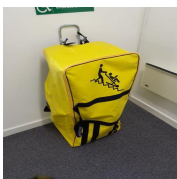


Photo 242

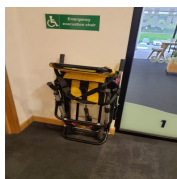


Photo 243

S3

It is recommended that either staff are trained in the safe use of the evacuation chairs or they are withdrawn from the building, in favour of refuge points or limiting disabled persons to the ground floor of the building where their evacuation will be easier & safer, in the event of a fire. This should be done in conjunction with a PEEP.

Action/Recommendation Required?

Yes

Action Priority:

Low - 6 Months

T - Procedures and Arrangements

3 actions

T1

Recommended evacuation strategy for this building is:

Simultaneous Evacuation

At the time of inspection, the simultaneous evacuation strategy appeared to be appropriate for the building & its use.



Photo 244

T2

Has a competent person(s) been appointed to assist in undertaking the preventative and protective measures including in house checks?

Yes

Chris Turnbull oversees fire safety checks in the building.

Policy Principle: Believe Housing carry out monthly inspections to all general needs flat blocks. Believe Housing have a flat block inspection procedure that Neighbourhoods team must follow. Sheltered housing schemes are audited on a monthly basis. Community centres are audited on a quarterly basis.

Action/Recommendation Required?

T3

Are there appropriate documented fire safety arrangements and procedures in place in the event of fire?

Yes

At the time of inspection, the fire safety notices provided suitable documented fire safety information for the arrangements & procedures in the event of a fire.



Photo 245

Policy Principle: It is the Policy of Believe Housing to carry out periodic fire safety checks via flat block inspections and building audits to properties that fall under the scope of RRFSO 2005. These are periodic checks based on the building type and risk.

Action/Recommendation Required?

T4

Are there suitable arrangements for liaison and calling the Fire Service?

Yes

At the time of inspection, the fire safety notices provided suitable documented fire safety information for calling the fire service in the event of a fire.

Action/Recommendation Required?

T5

Are there suitable fire assembly points away from any risk?

Yes

At the time of inspection, the fire assembly point was identified as on the west side of the car park, this was considered suitable.



Photo 246

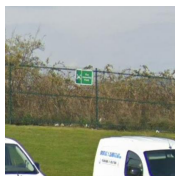


Photo 247

Action/Recommendation Required?

T6

1 action

Are there adequate procedures in place for the evacuation of disabled people who are likely to be present?

No

At the time of inspection, evacuation chairs were located in the building, no staff members were suitably trained to use them. Also see action in section S3.

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T6

Any disabled staff members should be offered a Personal Emergency Evacuation Plan (PEEP) these plans should be sufficient as not to rely on the fire service to rescue any disabled person or person with temporary disabilities, if assistants is required then any staff members should receive suitable training for any role they are required to perform in assisting to evacuate disabled persons from

the building.

Action/Recommendation Required?

Yes

Action Priority:

Recommendation - No Timescale

T7

1 action

Are staff nominated and trained on the use of fire extinguishing appliances?

No

At the time of inspection, verbal questioning of a selection of staff members revealed, although all staff did fire training as part of induction, no specific fire awareness refresher training has been undertaken.

Open | Priority Low | Due 18 Apr 2024 10:23 PM BST | Created by Barry Purdy

T7

Basic fire awareness training is required for all staff members, on induction, then periodically (recommended annually). Believe Housing should implement a staff fire training program to meet the minimum required by the RRO 2005.

Action/Recommendation Required?

Yes

Action Priority:

Low - 6 Months

T8

1 action

Are staff nominated and trained to assist in evacuation (Where applicable e.g. Offices, supported schemes)?

No

At the time of inspection, it as identified that team leaders would act as fire marshals in the event of the fire alarm activating, because of the way the office works with hot desking & home working since lockdown, this program appears to have stopped.

Open | Priority Low | Due 18 Apr 2024 12:00 AM BST | Created by Barry Purdy

T8

It is recommended that senior management at Believe Housing review the fire strategy with the current working arrangement & review the need for fire marshals, should they be deemed necessary, then a suitable training program should be devised to train & maintain skills of the staff for the fire marshal role.

Action/Recommendation Required?

Yes

Action Priority:

Low - 6 Months

U - Training

U1

Do staff receive adequate induction and annual refresher fire safety training? (To include fire risks in the premises, fire safety measures in the building, action in the event of fire and on hearing alarm, location and use of fire extinguishers, calling the fire service)

No

At the time of inspection, verbal questioning of the staff indicated that although on induction fire awareness training was undertaken, there was no dedicated refresher training & it was encompassed within other mandatory training. See action T7.

Action/Recommendation Required?

U2

Are employees nominated to assist in the event of fire given additional training?

No

See action T7.

Action/Recommendation Required?

V - Testing and Maintenance

V1

Are all fire safety provisions for the building (AFD, Emergency Lighting, sprinklers etc.) routinely tested and maintained?

Yes

As per Policy Principle.

Policy Principle: Believe Housing undertake testing and maintenance of fire safety provision within their premises in line with their policies and procedures.

Action/Recommendation Required?

W - Records

1 action

W1

1 action

Is all routine testing and staff training including fire drills suitably recorded and available for inspection?

No

At the time of inspection, there were no records of staff fire training, although staff stated that regular fire drills did take place approximately every 6 months, no records were available to confirm this.

Open | Priority Low | Due 18 Apr 2024 10:37 PM BST | Created by Barry Purdy

W1

A suitable building fire log book should be compiled, containing all building fire safety maintenance records, in house check records, fire drill records, staff training records & a list of personnel nominated & trained for fire safety roles & responsibilities. This logbook should be

maintained as up to date as possible, This can be a paper log book or digital log book.

Action/Recommendation Required?

Yes

Action Priority:

Low - 6 Months

X - Premises Information Box

X1

Is a Premises Information Box located at the premises accessible to the Fire and Rescue Service, secure from unauthorised access and kept up to date?

N/A

No requirement for a building of this size.

Policy Principle: It is the Policy of Believe Housing to update the premises information box monthly where these are in place.

Action/Recommendation Required?

Y - Engagement with Residents

Y1

Has all Fire Safety information & procedures been disseminated to the residents?

N/A

Commercial building.

Policy Principle: It is the Policy of Believe Housing to share information on fire procedures with residents on sign-up of the property, with regular updates on their website, property notice boards, specific mailings etc. Believe Housing have recently sent fire safety communications to residents, including fire door safety advice, evacuation strategies.

Action/Recommendation Required?

Z - Any Other Information

1 action

Z1

1 action

Are all issues deemed satisfactory? [1]

No

At the time of inspection, it was noted that there was an extensive set of EV charging points for the fleet of Believe electric vehicles, as these chargers are within 5 metres of the building, should a vehicle fire occur while charging, it is highly likely that this will have an impact on the building, with potential for fire spread to the interior of the building.

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Z1

It is recommended that Believe Housing reviews the position of the EV charging points, with a view to moving them away from the building or any further charging points installed away from the building to reduce the potential effect of any fire in a charging EV on the building.

Action/Recommendation Required?

Yes

Action Priority:

Recommendation - No Timescale

Z2

Are all issues deemed satisfactory? [2]

N/A

Action/Recommendation Required?

Risk Rating

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

Likelihood of fire	Potential consequences of fire		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial	Tolerable	Moderate
Medium	Tolerable	Moderate	Substantial
High	Moderate	Substantial	Intolerable

Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

MEDIUM

Medium likelihood of is for building with a normal fire risk.

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Potential Consequences of Fire

Taking into account the nature of the building and occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM

Due to the nature, use & issues identified, it was assessed the risk of harm to the occupants of the building was a risk of Slight Harm.

Potential Consequences of Fire

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant.

Moderate harmful: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants likely to involve multiple fatalities.

Premises Risk Rating

Accordingly, it is considered that the risk to life from fire at these premises is:

TOLERABLE

A building with a medium likelihood of fire & Slight harm is classified as a tolerable risk.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action and time table
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

On satisfactory completion of all remedial works the risk rating of this building may be reduced to

TOLERABLE

Due to the nature of the building & the issues noted, if all actions are completed, it is unlikely that the risk rating would drop below tolerable, but any works completed would improve the fire safety in the building & show a proactive attitude towards fire safety by Believe Homes.

Limitations Statement

Fire Risk Assessment – Limitations

The purpose of the fire risk assessment is solely to provide an assessment of the risk to life from fire, and, where appropriate, to make recommendations to reduce the risk to life from fire. This assessment does not address fire risks to property or business continuity.

Under Article 5(4) of the Regulatory Reform (Fire Safety) Order 2005 or other devolved equivalent regional legislation and relevant United Kingdom law, we have been appointed to provide advice to the Responsible Person only. We have no control over any part of the premises covered within this fire risk assessment, and we have no responsibility for undertaking any of the recommendations made. The assessment is intended to assist the Responsible Person to comply with their responsibilities under the Regulatory Reform (Fire Safety) Order 2005.

Any policy principles included within this Fire Risk Assessment have been provided by the responsible person or their representative and been added in good faith. We cannot take responsibility for the accuracy of the policy principles with regard to the client's internal policies, British Standards or codes of practice.

Any test certificates supplied as part of the Fire Risk Assessment process will be considered but we take no responsibility or liability whatsoever is accepted for the accuracy of such information supplied by others.

The findings of the fire risk assessment will be based upon the conditions found at the Premises at the time the assessment is to be carried out and on relevant information provided by the Responsible Person or others either prior to, during or after the Fire Risk Assessment of the premises.

We consider the External Wall System as part of the Fire Risk Assessment process, however, we take no responsibility for a fire risk appraisal of external wall construction on existing buildings and work to the guidance and limitations detailed in PAS 9980:2022 0.2 Fire risk assessments. Any information supplied to the Fire Risk Assessor is taken in good faith and we accept no responsibility for the accuracy of the information supplied.

No responsibility is accepted for any change in the conditions or circumstances prior after the Fire Risk Assessment has been undertaken.

It is stressed that the assessment should not be regarded as a structural survey for fire safety purposes as such a survey should only be entrusted to a qualified building surveyor. The Fire Risk Assessment did not involve destructive exposure (Unless specifically requested as part of a contractual arrangement), and therefore it is not always possible to survey less readily accessible areas. It is, therefore, necessary to rely on a degree of sampling and also reasonable assumptions and judgements.

All services or penetrations traversing fire resisting compartments are not confirmed as being sufficiently fire stopped with fire resisting material to the appropriate standard. If fire compartments\fire dampers\voids (ceilings, floors or other voids) are considered inaccessible for safety reasons or any other reason and cannot be physically accessed or are outside the visual range of the assessor, technical comment on these areas cannot be provided.

This fire risk assessment will not necessarily identify all minor fire-stopping issues that might exist within the building and should be considered to be a sample of fire compartmentation. Unless a full fire compartmentation survey is contractually included within the scope of the assessment. If there are reasons to suspect the fire resistance within the Premises has not been sufficiently maintained the responsibility to provide this technical information rests with the Responsible Person\duty holder.

This fire risk assessment will not necessarily identify all minor fire door issues that might exist within the building and should be considered a sample of fire doors. Unless a full fire door survey is contractually included within the scope of the assessment.

A full investigation of the design of heating, ventilation and air conditioning (HVAC) systems is outside the scope of this fire risk assessment.

Although reference in the report may be made to relevant British Standards, Codes of Practice and Guides the assessment will not, nor is it intended to, ensure compliance with any of the documents referred to in the assessment. However, deviations from generally accepted codes, standards and universally recognised good fire safety practice will be identified in the assessment.

Where an emergency escape lighting system is present, comments are based upon a visual assessment of the system coverage and condition, but no illuminance tests or verification of the installation to the relevant British Standards were carried out.

Where a fire alarm system is present, comments are based upon a visual assessment, but no audibility tests or verification of full compliance with the relevant British Standards were carried out.

Where manual firefighting equipment is present, comments are based upon a visual assessment, but no verification of full compliance with the relevant British Standards or codes of practice were carried out.

It is the expectation that any reference to the testing and maintenance of passive or active fire protection systems within the premises are undertaken to the relevant current British Standards, Codes of Practice and Guides it is the responsible person's duty to ensure this is undertaken.

There will be a brief review of procedures at the time of this fire risk assessment. An in-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated in the contract.

The report will highlight the Significant Findings (Split into Recommendations and Action(s)) that the Fire Risk Assessor found at the time of the assessment.

It is the responsibility of the Responsible Person to ensure that any deficiencies found during the assessment and subsequently reported to the Responsible Person, by the report or other means, are their responsibility to rectify to a satisfactory standard to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005.

It is wholly the responsibility of the Responsible Person and/or their agent to implement and maintain the Fire Precautions at the Premises to a satisfactory standard and condition to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Failure to address and/or rectify any deficiencies mentioned in the report may result in serious harm, injury and or death to any relative person, employee, visitor, you or any other person in, on, within or without the perimeter of the Premises.

Failure to address any of the deficiencies highlighted in the report may be considered to be a breach of the Regulatory Reform (Fire Safety) Order 2005 and may result in prosecution by the enforcing authority.

Responsibility for the ongoing management of the Premises and even, if necessary, the decision to allow the Premises to be used for their present purpose, and in the current condition remains with the Responsible Person.

Responsibility for management procedures regarding, evacuation management, and maintenance of firefighting equipment, Fire alarms systems, emergency escape lighting, and any other emergency-related provisions remains a duty of the responsible person, not the fire risk assessor as this is not within their control.

Any faults or deficiencies in any emergency emergency-related staffing levels and/or staff training are the responsibility of the Responsible Person and/or the duty holder.

Portable or moveable items and items brought into the Premises are the responsibility of the Responsible Person and/or the duty holder.

It is recommended that the Assessment is reviewed annually or when there is a significant change, material alteration, change in the use of the Premises, a change in working practices, or following any incident, including fire, which may affect the Fire Precautions of the Premises.

The circumstances of the Premises may change over time and with use and/or occupancy, therefore, failure to review the fire risk assessment by the date indicated may mean that the fire risk assessment is no longer valid.

This Fire Risk Assessment is not a Health and Safety Report. A Health and Safety review should be conducted to ensure compliance with the Health and Safety at Work Act 1974.

Compliance with all other legislation is the responsibility of the Responsible Person. We accept no responsibility for loss, damage or other liability arising from a fire, loss and/or injury due to the failure to observe the safety, observance and practises identified in the Assessment

The Responsible Person will always remain responsible for the outcome of the Fire Risk

Assessment and/or its review. This includes the accuracy of details contained within this report.

By signing for, by payment for services or acknowledgement of receipt of the report you accept full responsibility and accountability for implementing the findings of the report.



Life Safety Fire Risk Assessment Certificate of Conformity

This certificate is issued by the organization named in Part 1 of the schedule in respect of the fire risk assessment provided for the person(s) or organization named in Part 2 of the schedule at the premises and / or part of the premises identified in Part 3 of the schedule

Schedule

Part 1a - Name and Address of Certified Organisation	Pennington Choices Limited
Part 1b - BAFE Registration Number of Issuing Certified Organisation	102119
Part 1c - SSAIB 3rd Party Certificate Number	CHES077
Part 2 - Name of Client	Believe Housing
Part 3a - Address of premises for which the Fire Risk Assessment was carried out	Coast House Spectrum 4, Spectrum Business Park: SR7 7TT
Part 3b - Part or parts of the premises to which the Fire Risk Assessment applies	All areas of the building.
Part 4 - Brief description of the scope and purpose of the Fire Risk Assessment	Life Safety (as agreed spec)
Part 4b - Limitations of FRA	See Limitations Statement
Part 5 - Effective Date of the Fire Risk Assessment	18 Oct 2023
Part 6 - Recommended Date for Reassessment of the premises	18 Oct 2025
Part 7 - Unique Reference Number of this Certificate (Job Number)	155409

Signed for on behalf of the Issuing Certified Organisation

James Hutton



Dated:

18 Oct 2023

SSAIB, 7-9 Earsdon Road, West Monkseaton, Whitley Bay, Tyne & Wear. NE25 9SX

BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire, GL56 0RH
01608 653 350 | info@bafes.org.uk | www.bafes.org.uk

Media summary



Photo 1



Photo 2



Photo 3

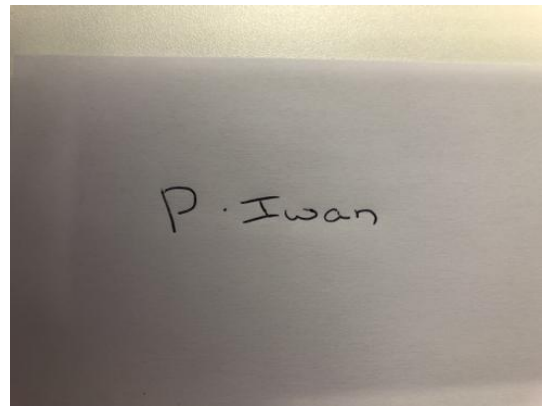


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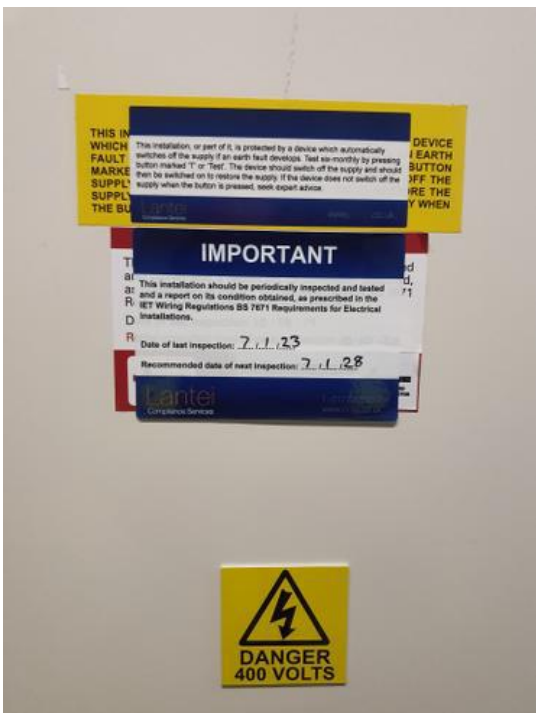


Photo 5



Photo 6



Photo 7



Photo 8

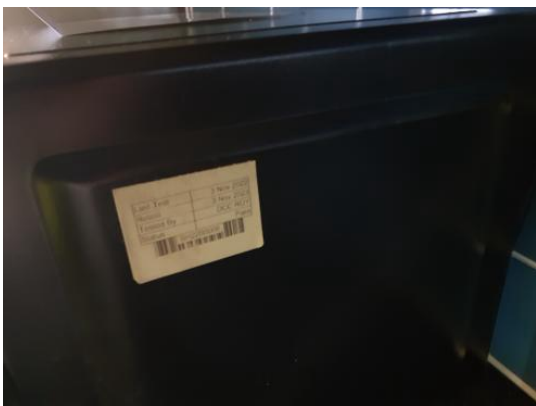


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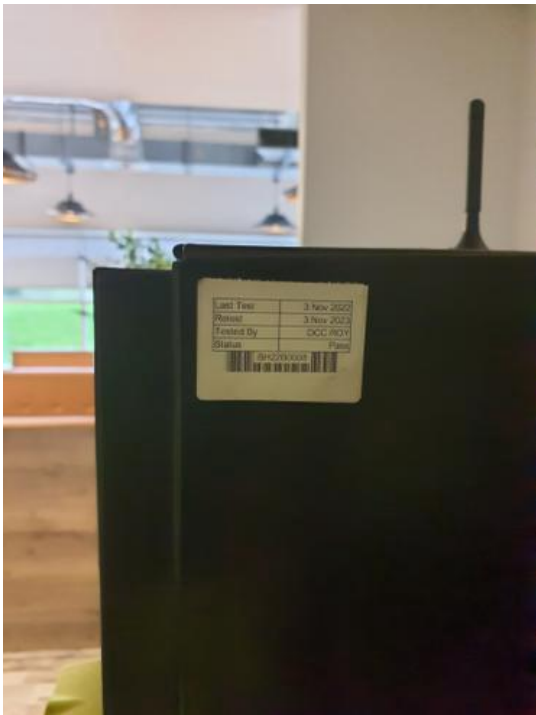


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Photo 12

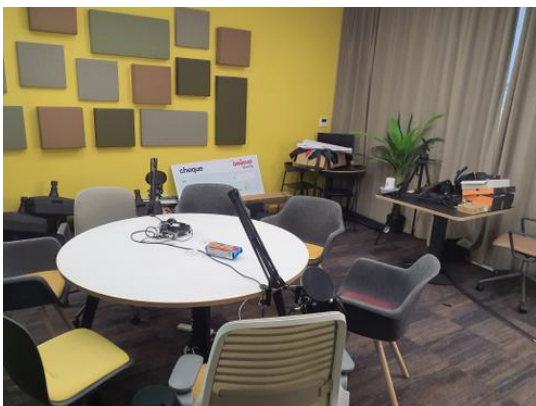


Photo 13



Photo 14

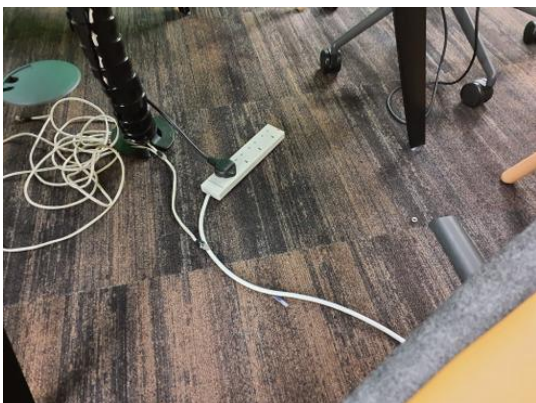


Photo 15



Photo 16



Photo 17



Photo 18



Photo 19



Photo 20



Photo 21



Photo 22



Photo 23



Photo 24



Photo 25



Photo 26



Photo 27



Photo 28



Photo 29



Photo 30



Photo 31

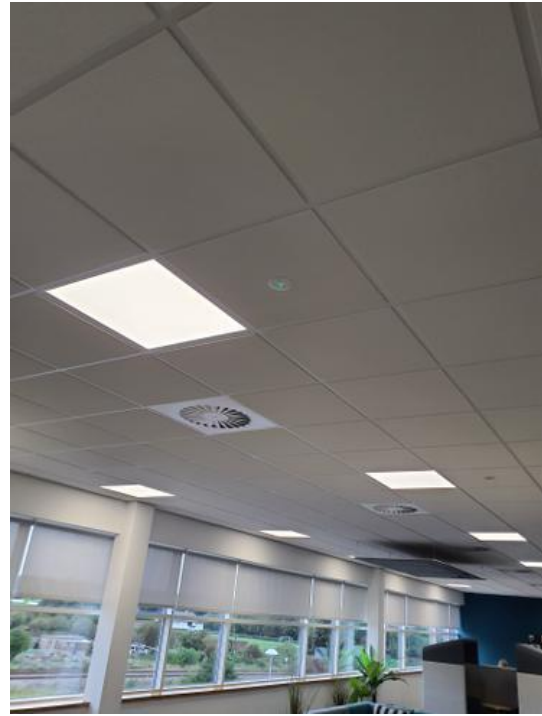


Photo 32



Photo 33



Photo 34



Photo 35



Photo 36



Photo 37



Photo 38



Photo 39



Photo 40



Photo 41



Photo 42



Photo 43



Photo 44



Photo 45

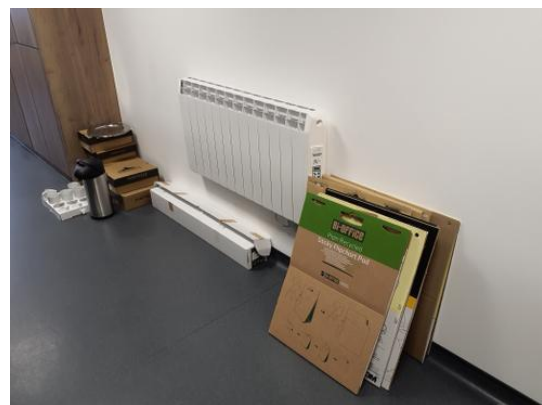


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Photo 47



Photo 48



Photo 49

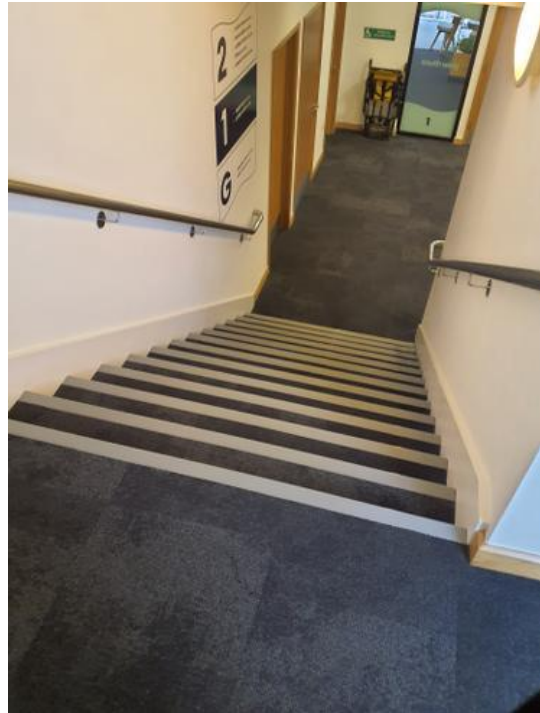


Photo 50



Photo 51

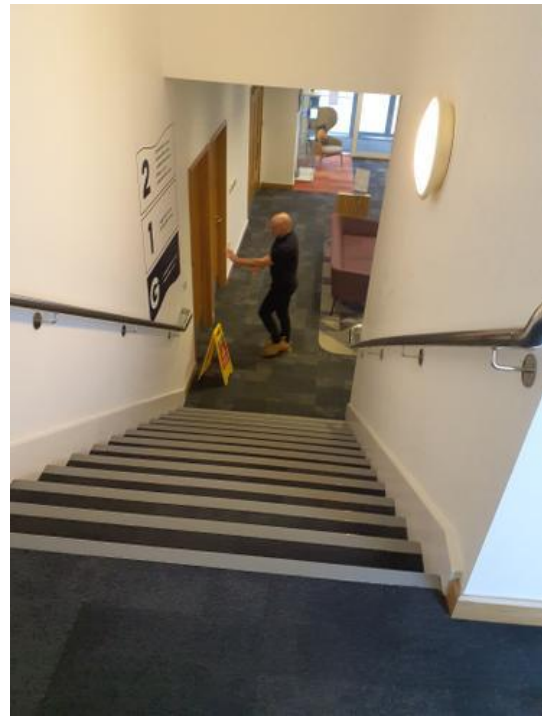


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Photo 53



Photo 54

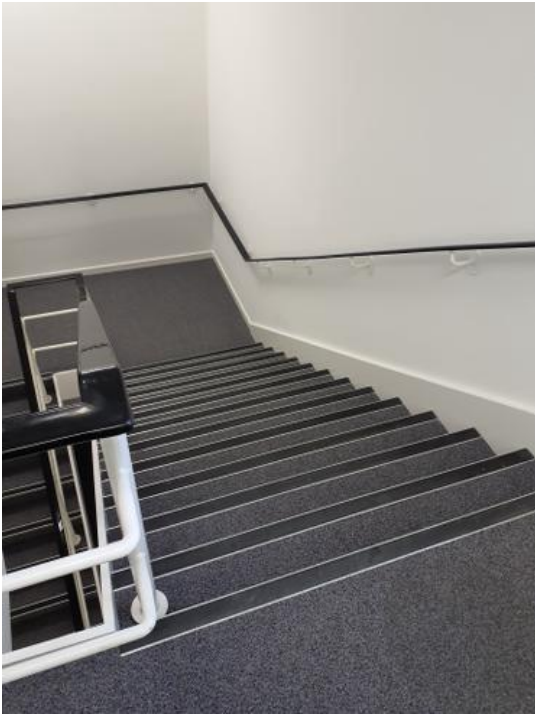


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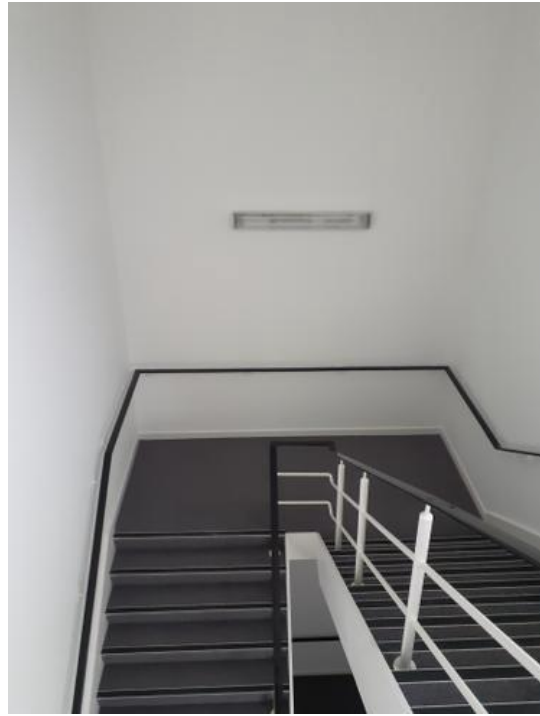


Photo 56



Photo 57



Photo 58



Photo 59



Photo 60



Photo 61

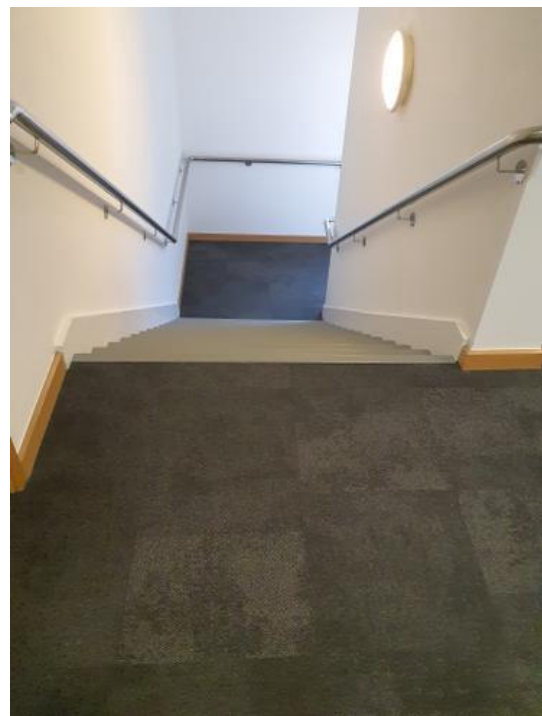


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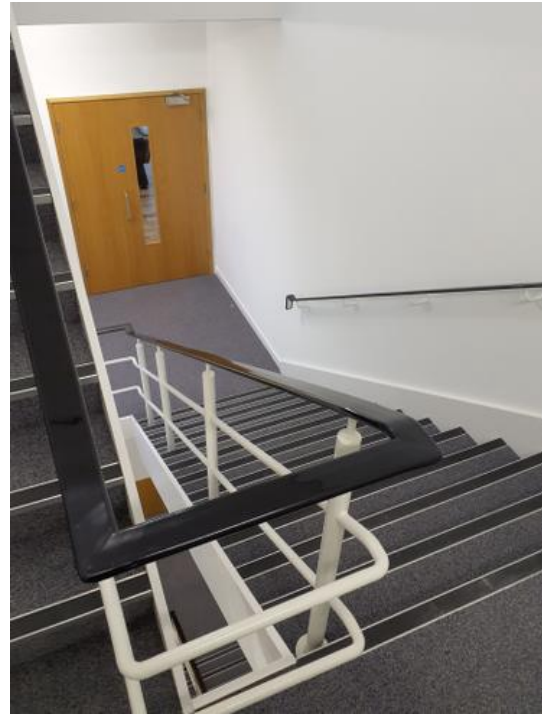


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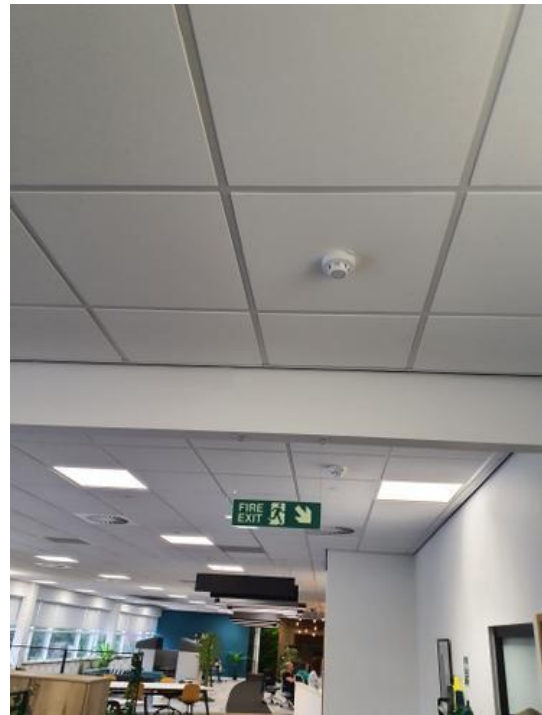


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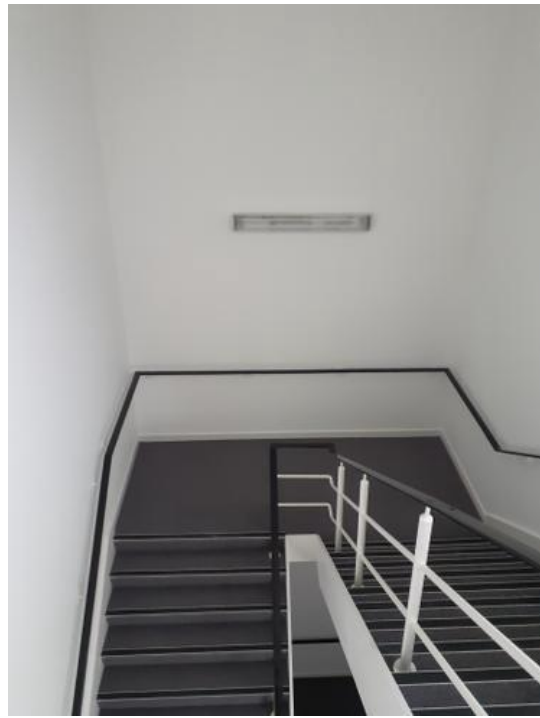


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Photo 69



Photo 70



Photo 71



Photo 72



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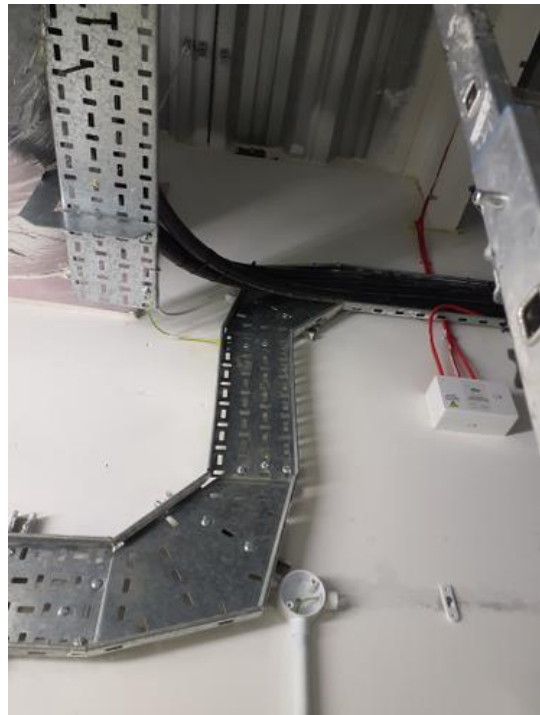


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Photo 75



Photo 76



Photo 77



Photo 78

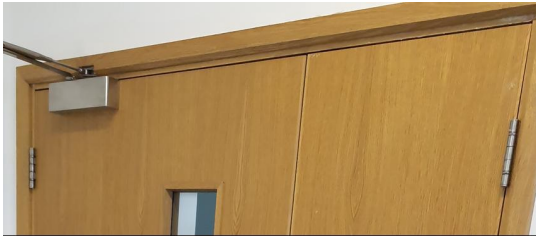


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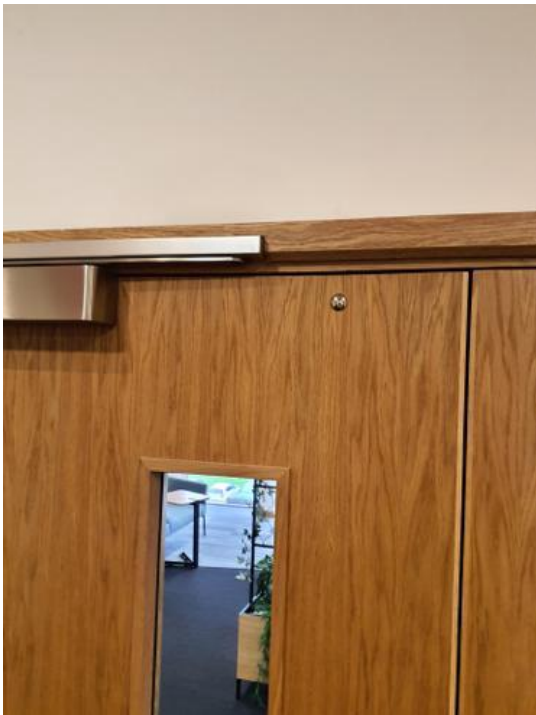


Photo 81



Photo 82



Photo 83



Photo 84



Photo 85



Photo 86



Photo 87



Photo 88



Photo 89



Photo 90



Photo 91



Photo 92



Photo 93



Photo 94



Photo 95



Photo 96



Photo 97



Photo 98



Photo 99



Photo 100



Photo 101



Photo 102



Photo 103



Photo 104



Photo 105



Photo 106



Photo 107



Photo 108



Photo 109



Photo 110



Photo 111



Photo 112



Photo 113

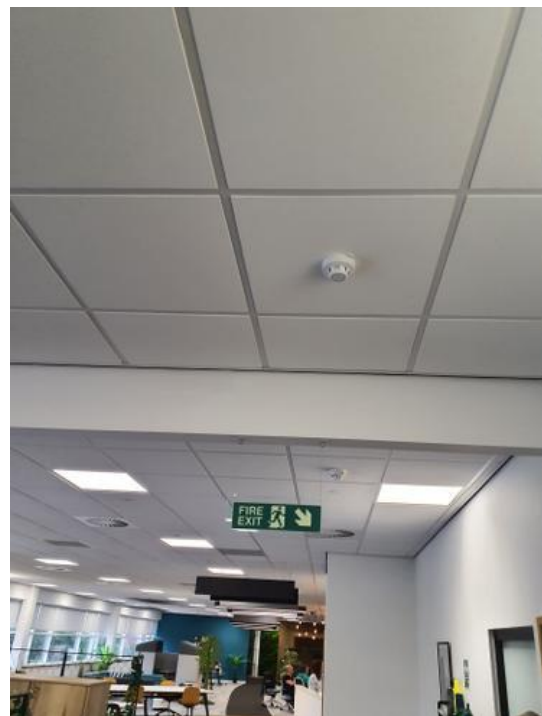


Photo 114



Photo 115



Photo 116



Photo 117



Photo 118



Photo 119



Photo 120



Photo 121



Photo 122



Photo 123



Photo 124



Photo 125



Photo 126



Photo 127



Photo 128



Photo 129



Photo 130



Photo 131

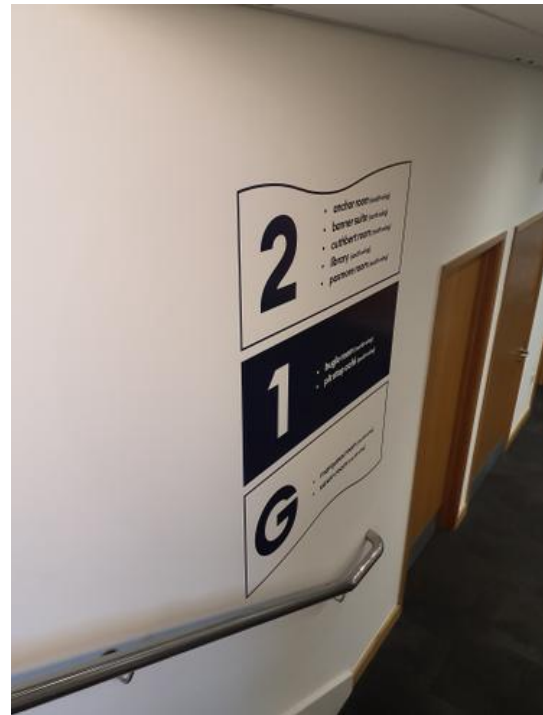


Photo 132



Photo 133



Photo 134



Photo 135



Photo 136



Photo 137



Photo 138



Photo 139



Photo 140



Photo 141

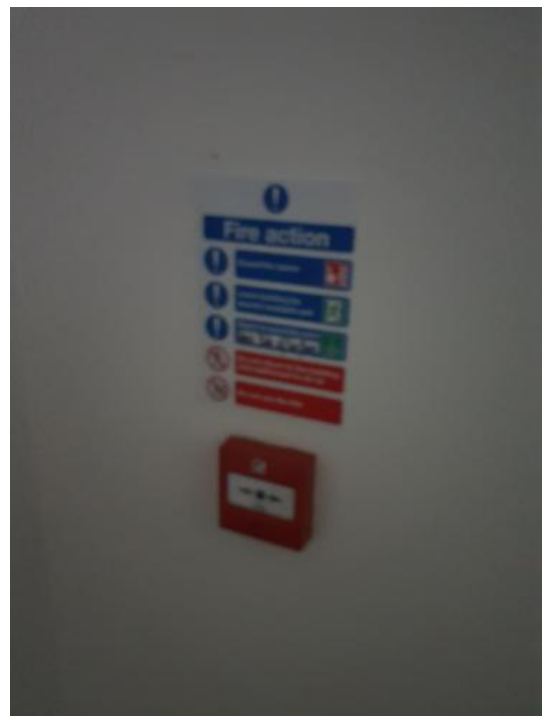


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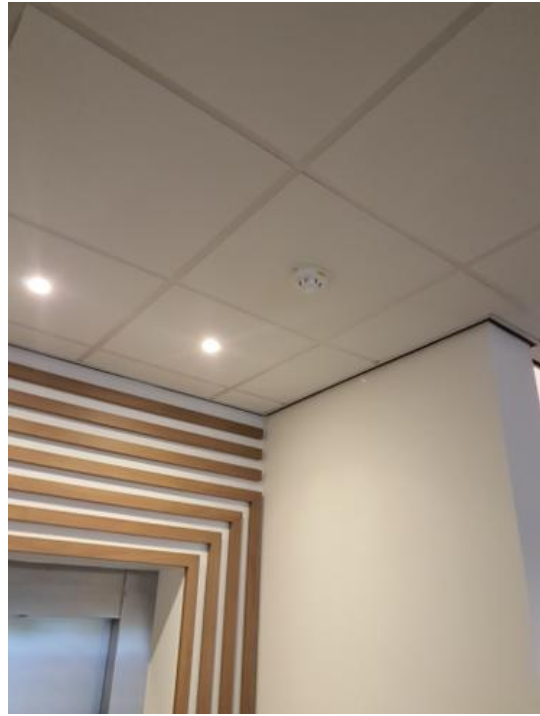


Photo 144



Photo 145



Photo 146



Photo 147



Photo 148



Photo 149



Photo 150



Photo 151



Photo 152



Photo 153



Photo 154



Photo 155



Photo 156



Photo 157



Photo 158



Photo 159



Photo 160



Photo 161

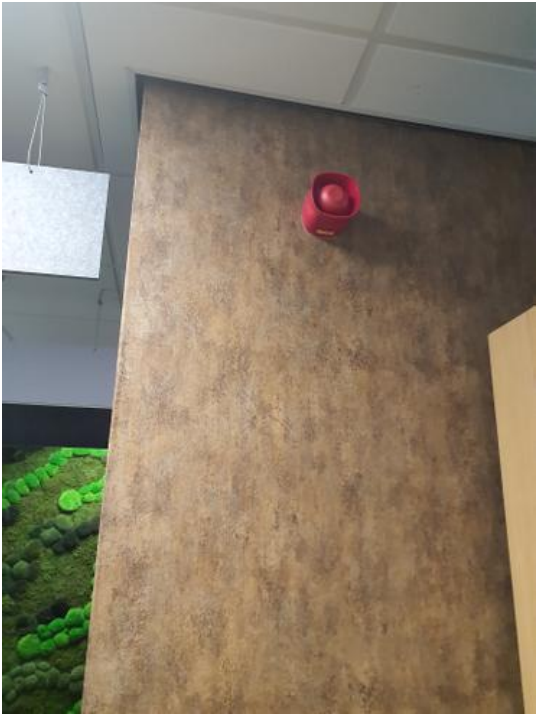


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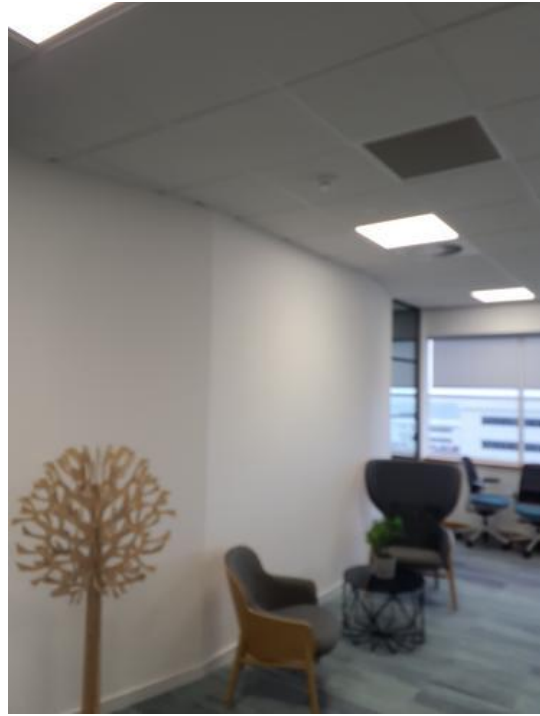


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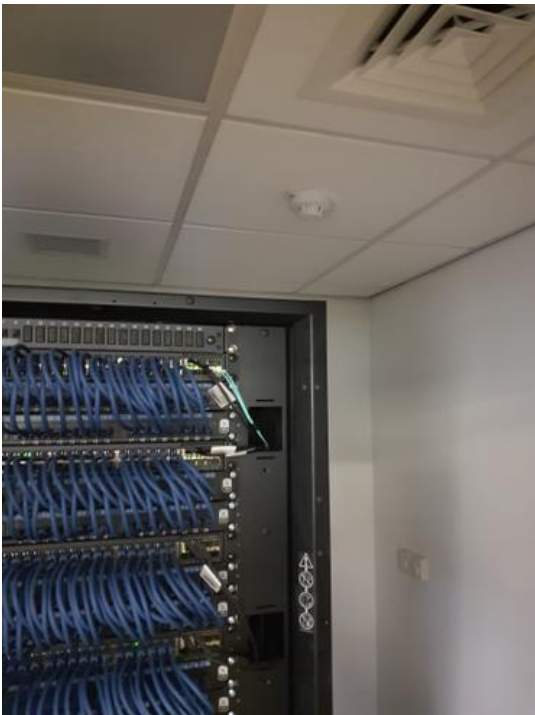


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Photo 166



Photo 167



Photo 168



Photo 169



Photo 170

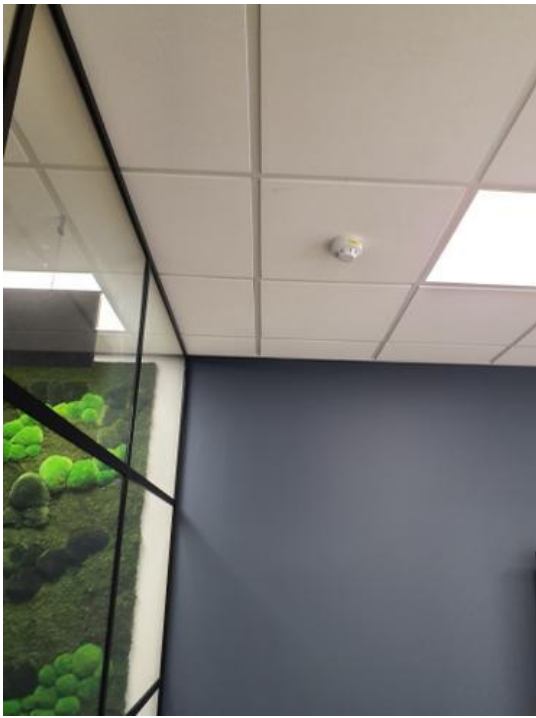


Photo 171



Photo 172



Photo 173



Photo 174



Photo 175



Photo 176



Photo 177



Photo 178



Photo 179



Photo 180



Photo 181



Photo 182



Photo 183



Photo 184



Photo 185



Photo 186



Photo 187



Photo 188



Photo 189



Photo 190



Photo 191



Photo 192



Photo 193



Photo 194



Photo 195



Photo 196



Photo 197



Photo 198



Photo 199

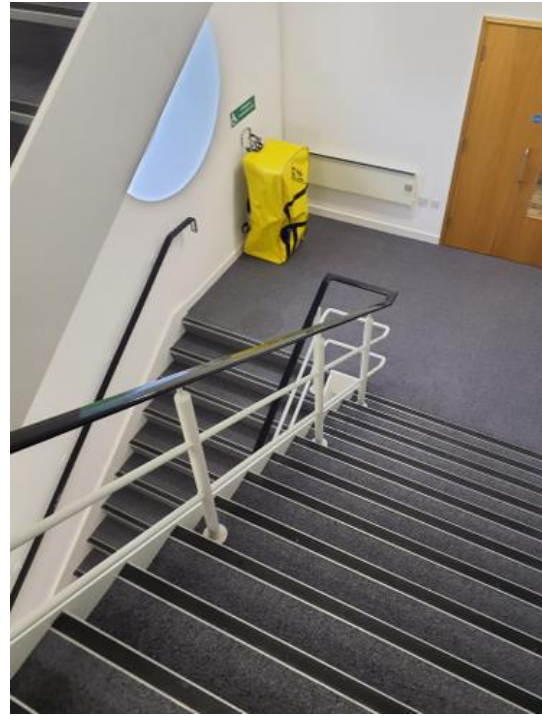


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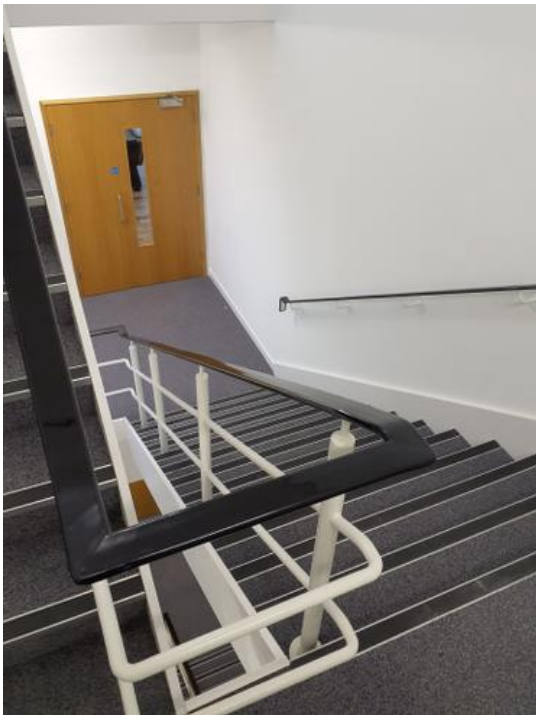


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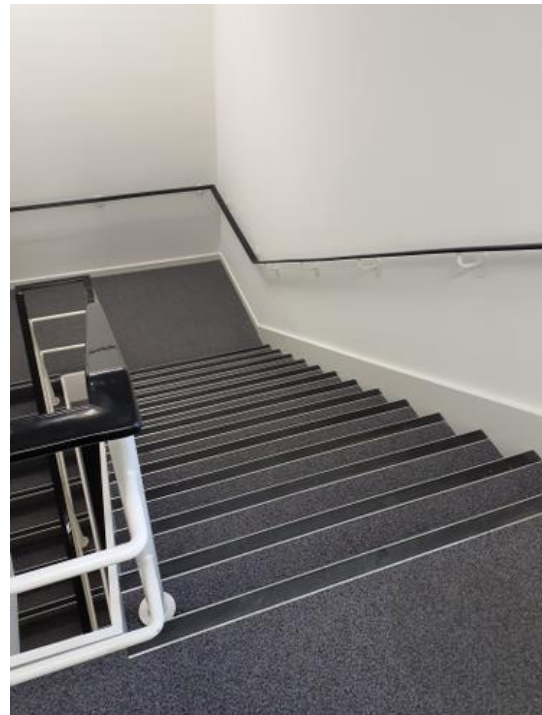


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Photo 203



Photo 204



Photo 205



Photo 206



Photo 207

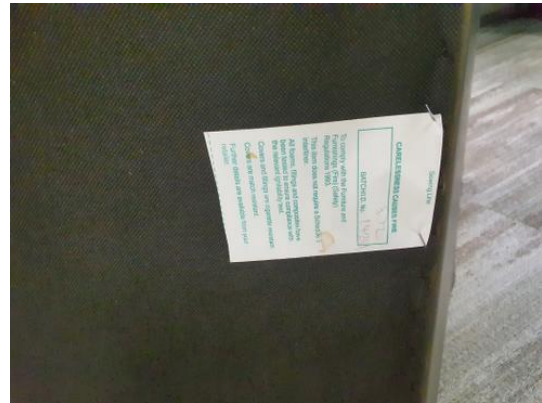


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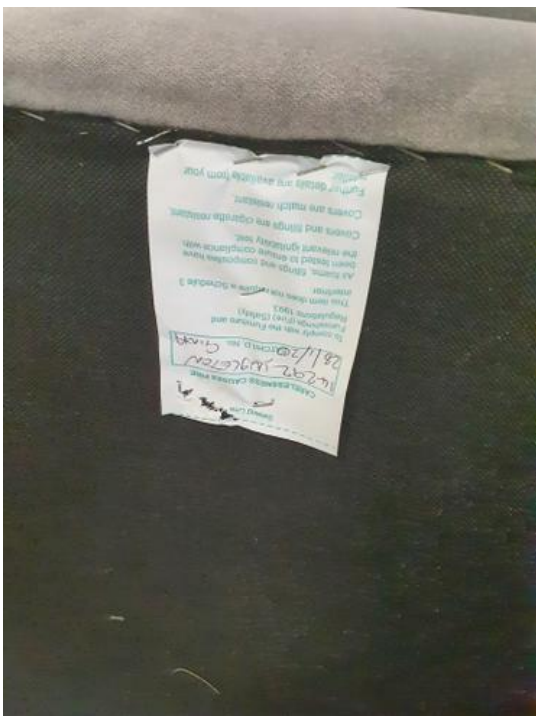


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Photo 210



Photo 211



Photo 212



Photo 213



Photo 214



Photo 215



Photo 216

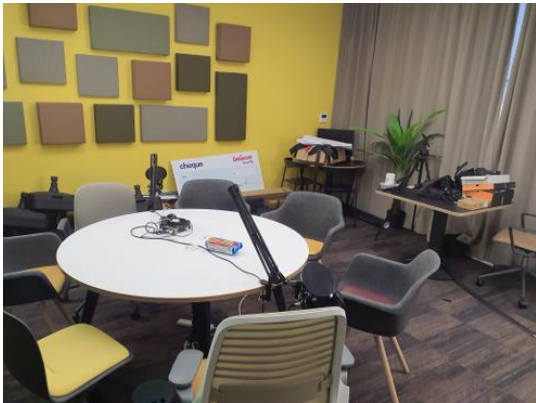


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Photo 218



Photo 219



Photo 220



Photo 221



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Photo 225



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Photo 230



Photo 231



Photo 232



Photo 233

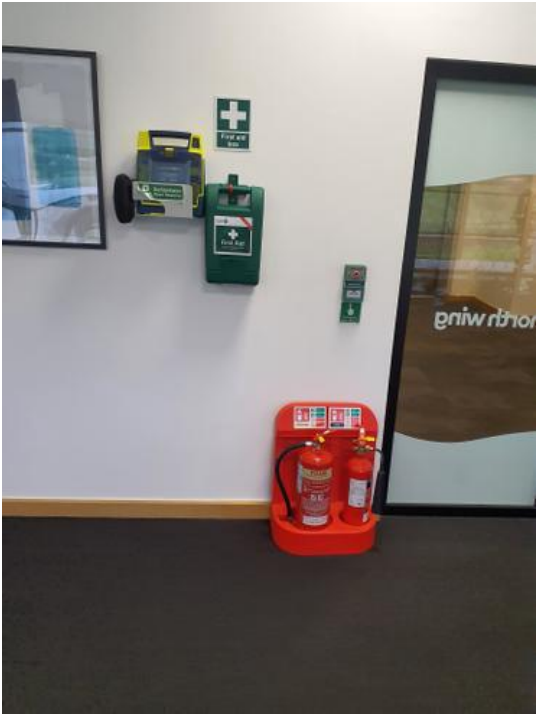


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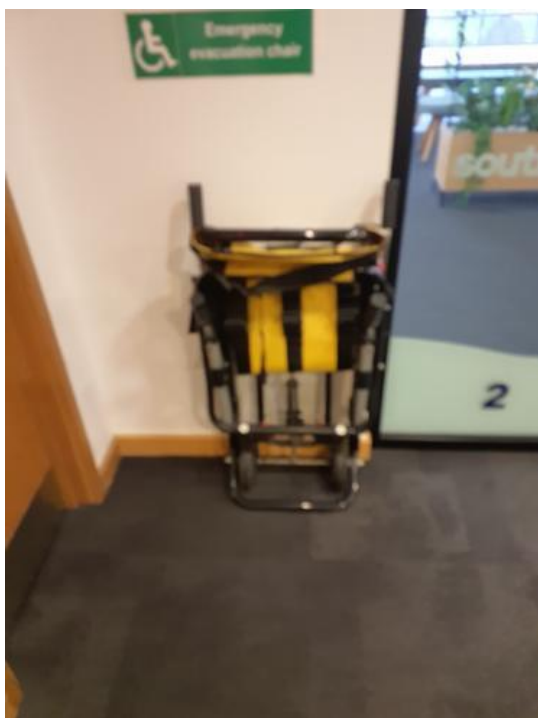


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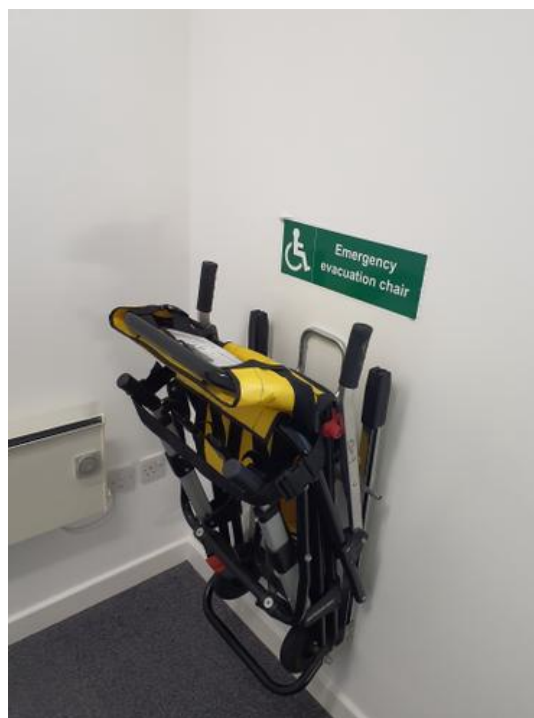


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Photo 241



Photo 242



Photo 243



Photo 244



Photo 245



Photo 246

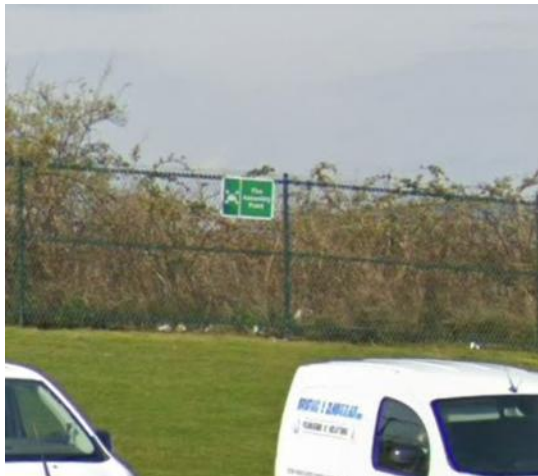


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