

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

Asset ID: 35007 **West Point Peterborough Business Park, Peterborough**

Cover Sheet

Photo



Date of Fire Risk Assessment	02 Apr 2024
Date of Next Fire Risk Assessment	02 Apr 2025
FRA Frequency (Months)	12
Purpose of Fire Risk Assessment	Annual Re-Assessment
Type of Fire Risk Assessment	Type 1 (Common Parts Only - Non Destructive)
Fire & Safety Assessor	Lynn.betteridge@accentgroup.org

It is sensible to have arrangements in place to ensure the consistency of Fire Risk Assessments in terms of the assessment of risk and mitigations proposed. In this regard Accent peer validate around 20% of reports, which are available within our audit system.

The Scheme

Scheme Name	
Scheme Address	West Point Peterborough Business Park, Peterborough
Postcode	PE2 6FZ
Region	East
Scheme Manager	
Scheme Tel. No	
Scheme Inspection Completed	Yes
Enforcing Fire Authority	
Other staff in attendance	
Number of on-site Accent staff	
Number of other (non-Accent) staff	

The Building

Accommodation Type	Peterborough Office (L50)
Build Date	
Number Of Homes	0
Homes breakdown	
External wall construction	
External wall finish	
Roof construction	
Roof covering	
PEEPs in place where necessary	
Current Evacuation Strategy	
Conversion or purpose-built	
Number of storeys	1
Number of floors on which car parking is provided	
Is there a habitable basement?	
Number of internal Staircases (protected or unprotected?)	
Number of External Staircases	
External Balcony part of escape route?	
Unusual features	
Building Access Conditions for Fire Brigade	

Asset ID: 35007

West Point Peterborough Business Park, Peterborough

Fire Detection and Warning System	Common areas only
Grade of fire alarm	Grade A
Category of fire alarm	LD1 Maximum Protection
Emergency Lighting Provision	Maintained system - Common areas
Portable Fire Extinguishers supplied/fitted	Yes
Fixed Fire Fighting Installations	Yes

Customers

Number of occupants	50
Occupant tenure type breakdown	

Fire Safety Related Customer Safety Servicing

Overdue communal gas safety checks	0
Overdue domestic gas safety checks	0
Overdue communal electrical condition checks	0
Overdue domestic electrical condition checks	0
Overdue alarm call pull chord tests	0
Overdue communal PAT testing	0
Overdue customer mobility scooter PAT testing	0
Overdue Monthly Emergency Lighting Switch Tests	1
Overdue Annual Emergency Lighting tests	1
Overdue Weekly Fire Alarm Testing	0
Overdue Fire Panel - Six Monthly Testing	
Overdue Fire Safety Equipment tests	1

Building Fire Safety Surveys - Communal Doors

Failing Communal Fire Doors	0
Communal Fire doors due for replacement within 5 years	0

Dwelling Doors

Failing Dwelling Fire Doors	0
Dwelling Fire doors due for replacement within 5 years	0

Fire Risk Assessment Survey Results

Scheme and Building Information

Photo



Date of Fire Risk Assessment	02/04/2024
FRA Frequency (Months)	12
Purpose of Fire Risk Assessment	Annual Re-Assessment
Type of Risk Assessment	Type 1 (Common Parts Only - Non Destructive)
Quantity	1
Fire & Safety Assessor	Lynn.betteridge@accentgroup.org
Enforcing Fire Authority	Cambridgeshire Fire and Rescue Service.
Scheme Tel. No	This FRA is for the Accent office space.
Other staff in attendance	Yes employees of Accent Housing Association
Number of on-site Accent staff	
Number of other (non-Accent) staff	
Scheme Inspection completed	Yes
Number of occupants	50
Personal Emergency Evacuation Plans in place	Yes
Current Evacuation Strategy	Full (Simultaneous) Evacuation
Conversion or purpose-built	Purpose Built
Number of Storeys	1
Number of floors on which car parking is provided	0
Is there a habitable basement?	No
No. of internal staircases (protected/unprotected)	None
Number of external staircases	None
External balcony part of escape route?	N/A
Unusual features	The Accent office is located on the ground floor.

Fire Risk Assessment Survey Results

Building access conditions for Fire Brigade	Vehicular Access to one or more elevations
Surroundings: Residential/Commercial	Light Commercial
Fire Detection and Warning System	Common areas only
Grade of Fire Alarm	Grade A
Category of Fire Alarm	LD1 Maximum Protection
Emergency Lighting Provision	Maintained system - Common areas
Portable Fire Extinguishers / Fire Blankets supplied / fitted	Yes
Water Extinguisher(s) present	Yes
Foam Extinguisher(s) present	
Dry Powder Extinguisher(s) present	No
Carbon Dioxide Extinguisher(s) present	Yes
Fire Blanket(s) present	Yes
Fixed Fire Fighting Installations supplied / fitted	Yes
Dry Riser(s) present	No
Wet Riser(s) present	No
Sprinkler System present	Yes
Hosereel(s) present	No
Automatic Opening Vent(s) present	Yes

Electrical Sources of Ignition

Electrical installation within common areas in good condition and no obvious damage?	Yes
Comment	On the day of inspection the office Electrical equipment was found to be secure ure and satisfactory.
Valid Electrical Installation Condition Reports held on file? (Common Areas & General Needs Flats)	Yes
Comment	The fixed electrical installations have been tested and recorded within the main building EICR report as Accent only the tenant.
Electrical App/PA Testing - tested within past 12 months?	Yes
Comment	Completed by electrical contractor for the main site the electrical installation report EICR recorded.
Absence of trailing leads and adapters?	Yes
Comment	
Evidence that mobility scooters are not being stored/charged in common areas?	N/A

Comment

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

N/A

Comment

Does the building have a lightning protection system?

Yes

Comment

The main building lightning protection is inspected and maintained by Omega.

Is the protection system adequately maintained?

Yes

Comment

Noted as above 2.1.56

Gas installations

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

Yes

Comment

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

Yes

Comment

The heating throughout the building is inspected and tested under a PPM contract.

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

N/A

Comment

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

Yes

Comment

Weekly testing and periodic servicing of the alarm system. Tested by Integral on a quarterly basis.

Other Sources of Ignition

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

Yes

Comment

The office and building has a non smoking policy, two areas outside are designated smoking areas.

Adequate security against arson?

Yes

Comment

The site has 24/7 security inside and externally

Are refuse/recycling bin areas managed and suitably located?

Yes

Comment

Refuse bins and a compactor are located in service area away from the building.

Are there communal cooking facilities at this scheme?

Yes

Comment

Only in main concourse not in the office space minimal amenities ie microwave.

Are reasonable measures taken to prevent fires as a result of cooking?

Yes

Comment

Main concourse has diining area.

Where there is extraction in communal kitchens, are filters and ductwork changed/cleaned regularly?

N/A

Comment

Only main building. No cooking activity takes place in office area. Microwave PAT tested.

Housekeeping

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

Yes

Comment

Are unnecessary accumulations of combustible materials or waste avoided?

Yes

Comment

The office is looked after by Fire wardens and clear access for MOE.

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

Yes

Comment

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

Yes

Comment

A separation curtain is installed between dining area and workspace, certification of fire retardant checked.

Other Significant Fire Hazards

Are all other significant fire hazards adequately controlled?

Yes

Comment

Means of Escape from Fire

Is it considered that the building is provided with reasonable means of escape in case of fire?

Yes

Comment

All fire exits and signage leads to MOE fire wardens check routes not blocked.

Escape routes unobstructed and safe to use?

Yes

Comment

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

Yes

Comment

Security access controls on one final exit door in the office leading to the assembly point when fire detection activates doors fail safe operates.

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

Yes

Comment

Horizontal travel distances are within limits.

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

Yes

Comment

The office is single story ground floor area mainly open plan the means of escape are satisfactory. Fire wardens ensure clear routes of access checks.

Fire Spread and Development

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

Yes

Comment

A fire compartmentation survey has Been completed for the whole office site.

Is there reasonable limitation of surface finishes that might promote fire spread (walls, floors, ceilings)?

Yes

Comment

Are fire dampers/shutters provided in ducts/refuse chutes to protect means of escape against fire, smoke and combustion products?

Comment

As far as can be reasonably ascertained, is the compartmentation within roof spaces of a satisfactory standard?

Yes

Comment

Loft hatches fire resisting?

N/A

Comment

As far as can be reasonably ascertained, is the fire stopping above cross corridor fire doors within suspended ceiling void of a satisfactory standard?

Yes

Comment

A fire stopping survey has been conducted for office and fire doors.

Do external walls, doors, windows and anything attached to the exterior, limit fire spread?

Yes

Comment

The external walls doors and windows will not propagate fire spread around the envelope of the building or office.

If Smoke Control Systems (AOV's) are fitted, are the records of annual testing available?

Yes

Comment

Are roller shutter doors that are required to be FR, fire resisting and self-closing?

N/A

Comment

Emergency Escape Lighting

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

Yes

Comment

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

Yes

Comment

Records of monthly/annual testing available?

Yes

Comment

Tunstalls the contractor has carried out the
Emergency lighting inspection and drop test
22/4/2024

Fire Safety Signs and Notices

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

Yes

Comment

Directional fire escape signage in place and adequate?

Yes

Comment

Is there suitable LIFT signage i.e. do not use in case of fire?

N/A

Comment

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

Yes

Comment

Means of giving Warning in case of Fire

Is the scheme fitted with a communal area fire alarm?

Yes

Comment

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

Yes

Comment

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

Yes

Comment

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

Yes

Comment

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

Yes

Comment

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

N/A

Comment

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

Yes

Comment

Fire Extinguishing Equipment

Is fire extinguishing equipment and/or fixed fire fighting installations provided at this scheme?	Yes
Comment	
Portable fire extinguishers - appropriate type/number/position?	Yes
Comment	
Correct signage displayed by each fire extinguisher?	Yes
Comment	
Fire blanket in communal kitchen, secured to the wall, complete with signage?	Yes
Comment	
Dry risers - Inlet/outlet boxes secured and/or securing straps fitted to outlet valves?	N/A
Comment	
Records available of fire fighting equipment servicing within past 12 months?	Yes
Comment	Morgan fire maintenance contract 4/24

Management of Fire Safety

Are these premises regulated by the Building Safety Regulator under the Building Safety Act?	Yes
Comment	
Will this FRA be shared will all Accountable Persons for the premises?	Yes
Comment	
How will this sharing be achieved?	Communication all parties as office in multi occupancy building.
Are there other Responsible Persons who share or have fire safety duties in respect of the premises?	Yes
Have all details required by regulations been shared with all other Responsible Persons?	Yes
Comment	
Have all details required by regulations to be shared with us from other Responsible Persons been received and recorded?	Yes
Comment	
Will this FRA be shared will all other Responsible Persons for the premises?	Yes
Comment	
How will this sharing be achieved?	Communication and meetings.
Is an office or IL scheme being inspected?	Yes

Comment

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

Comment

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

Comment

Offices - Are there suitable arrangements for evacuating disabled people? Yes

Comment

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

Comment

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

Comment

Offices - Are fire drills carried out at appropriate intervals? Yes

Comment

Passenger Lift

Is the scheme fitted with a passenger lift? N/A

Comment

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

Comment

Is the lift fitted with a firefighters switch? N/A

Comment

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

Comment

Premises Inspection Box

Is there a premises information box for fire & rescue service use? No

Comment

Evacuation Policy

Are there suitable arrangements for summoning the fire service? Yes

Comment

Taking FRA findings, is the evacuation policy appropriate for the scheme as per latest guidance? Yes
Comment

Engagement with Residents

Has information of fire procedures been disseminated to residents? N/A
Comment

Is general fire safety information disseminated to residents? N/A
Comment

FRA Frequency

Taking the findings of this assessment into account, is the frequency of the FRA correct? Yes
Comment

Miscellaneous

Are there any other observations/actions to raise that are not covered above. No

Are there fire related remedial works required at this property, that will affect the fabric of the building? No
Comment

Were there any unsatisfactory aspects of the Fire Risk Assessment? (Visible on Building Safety Report). No

Risk Calculator - Fire

The following risk estimator is based on the general health and safety risk level estimator contained within BS 8800: 1996. Guide to occupational health and safety management systems.

1. Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from the fire (the probability of ignition) at this building is:

LOW MEDIUM HIGH

2. Taking into account the nature of the building, the occupants, the fire protection afforded and any procedural arrangements observed at the time of the assessment, it is considered that the consequences for life safety in the event of a fire would be:

MINOR MAJOR CRITICAL

The definition of the above terms is as follows:

FRA Review Frequency

MINOR	Outbreak of fire is unlikely to result in serious injury or death of any occupant (other than the occupant sleeping in a bedroom in which a fire occurs).
MAJOR	An outbreak of fire could result in injury of one or more occupants, but is unlikely to lead to fatalities.
CRITICAL	There is significant potential for serious injury or death of one or more occupants.

3. The above estimates are then read into the following matrix table to give the overall risk level for the site:

Fire Hazard	Minor	Major	Critical
Low	Trivial	Tolerable	Moderate
Medium	Tolerable	Moderate	Substantial
High	Moderate	Substantial	Intolerable

When the level of risk is established, the action level can be read from the table below:

Risk Level	Guide to actions and appropriate timescales
Trivial	No action is required
Moderate	Efforts should be made to reduce the risk level and this should be carried out within the specified time periods.
Substantial	Considerable resources may have to be allocated to reduce the risk level. It may be necessary to limit the occupation of some parts until urgent remedial action is taken.
Intolerable	The building (or the relevant area) should not be occupied until the risk is reduced.

The Overall Risk Level for this asset is: **Trivial**