

FIRE RISK ASSESSMENT



Lenton Business Centre - Nottingham City Council

Lenton Business Centre,
Lenton Boulevard, Nottingham,
NG7 2BY

Date assessed on	09/08/2024
ASSESSED BY	Nathan Ashe AIFireE MIFSM MIFPO
ASSESSED ON	09/08/2024
APPROVED BY	Mark Clayton
APPROVED ON	21/08/2024
ASSESSMENT REF.	0375923
VERSION	1

FIRE RISK RATING

LIKELIHOOD **MEDIUM**

SEVERITY **MODERATE HARM**

RISK MODERATE



Veteran Fire Safety Ltd

Rawa House, Whitwick Road, Coalville, LE67 3FA

01530 588 189 • www.veteranfiresafety.co.uk

CERTIFICATE OF CONFORMITY

LIFE SAFETY FIRE RISK ASSESSMENT



The life safety elements of this fire risk assessment comply with the BAFE SP205 scheme which ensures that we and our risk assessment staff have met the required technical and quality management standards.

Veteran Fire Safety Ltd (BAFE 00538) certify all requirements in the BAFE SP205 scheme in respect of life safety fire risk assessment have been complied with. Any questions can be addressed to the assessor or the quality manager.

ASSESSMENT AND CERTIFICATE REFERENCE
0375923

PRODUCED FOR THE RESPONSIBLE PERSON
Veteran Fire Safety Ltd

ASSESSED ON, BY
09/08/2024, Nathan Ashe AIFireE MIFSM MIFPO

SPECIFICATION CONFORMS TO
Our own internal quality system.

APPROVED / VALIDATED ON, BY
21/08/2024, Mark Clayton GIFireE MIFSM MIFPO

ASSESSMENT SCOPE
This fire risk assessment / review is intended to determine the risk-proportionate fire precautions required to protect building occupants including employees, contractors, visitors and members of the public and to protect people in the immediate vicinity of the building.

Date FRA was carried out
09/08/2024

FINDINGS
13 Actions / 46 Controls

Assessed Property

PROPERTY NAME
Lenton Business Centre - Nottingham City Council

ADDRESS
Lenton Business Centre
Lenton Boulevard
Nottingham
NG7 2BY

PROPERTY REFERENCE
RB-5YYTDK

FIRE RISK RATING

LIKELIHOOD **MEDIUM**

Normal fire hazards for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

SEVERITY **MODERATE HARM**

Reasonable risk of fire spread involving multiple occupants which could result in significant injury. Eg, poor construction detailing or breaches to purpose built construction.

RISK **MODERATE**

Essential action must be made to reduce the risk. Risk reduction measures should be implemented within a defined time period.

ASSESSING / ACCREDITED ORGANISATION
Veteran Fire Safety Ltd
Rawa House, Whitwick Road, Coalville, LE67 3FA
01530 588 189 — www.veteranfiresafety.co.uk



THIRD PARTY CERTIFICATION BODY
NSI, Sentinel House, 5 Reform Road, Maidenhead, SL6 8BY

2 LEGISLATION AND GUIDANCE

Legislation and Guidance

The following fire safety legislation applies to these premises

The Regulatory Reform (Fire Safety) Order 2005

The following guidance documents were used

Approved Document B – Buildings Other Than Dwellinghouses BS9999, Offices and Shops Guide

3 PROPERTY INFORMATION

Building Construction

Use

Commercial - Other

General Building and Construction

Lenton Business Centre is a Grade II listed Two storey plus basement business centre which accommodates multiple offices/rooms which are used by separate businesses.

The building included in this fire risk assessment are the areas of the following building under the control of Nottingham city council (Not leased):

- Howett building
- Lenton business centre
- LBC 2

The building are constructed of traditional brick construction and has a mix of flat and pitched roof's.

The means of escape from the building is simple and straight-forward Travel distances within those recommended in the DCLG Guides, in both two and single direction travel. Escape is possible via a mix of internal and external staircases, with a sufficient number of final exit doors available for the expected occupancy.

Howett building, has 1 internal and two external staircases available for escape, via a total of 7 final exit doors.

Lenton business centre, has four internal staircases and two external staircases available for escape via a total of five final exit doors.

LBC2 , has individual/ single entrances and exits available, no internal communal parts.

The building is fitted with an addressable fire alarm system that incorporates fire detection to BS5839, in the protected escapes routes and in other areas throughout the premise. The fire alarm system installed appears to conform to the L4 standard. Manual call points are located at appropriate points throughout the building.

The evacuation strategy within the store is full evacuation. Fire action notices display the correct information relating to this evacuation strategy.

Fire doors are installed at appropriate locations, with 30 minute fire doors (Notional) in place to protect the central staircase. (No Certification was available to confirm this standard).

Sufficient emergency lighting is fitted throughout the building and is maintained in line with. BS5266: Part 1

Any work such as hot work will only be carried out under a Permit to Work system and only by a competent person, following completion of a risk assessment.

CCTV is located within the building's.

Adjoining Buildings
N/A.

Description of Final Exits
9 final exits.

Fire History
No evidence of recent fire loss.

Build Date
Circa 1930s.

Last Refurbishment
Unknown.

Floor Area m2
Approx. 2600.

Date of Previous FRA
January 2024.

Number of Floors (Ground and Above)
Two

Number of Floors (Below Ground)

One

Occupancy Information

Employer / Responsible Person
Nottingham City Council.

Nominated Competent Person
Diane Brown

Opening Hours
24/7.- Normal working hours 08:00- 18:00

Members of the public present in the property
Yes

Occupants Especially at Risk
Those with disabilities and mobility issues

Occupancy and Capacity
3 - staff Members (NCC)
150 - 300 Tenants

Evacuation

Evacuation Philosophy
Simultaneous Evacuation

Evacuation Description
The fire alarm system in place support's this evacuation strategy

Usage By Floor

Floor Number	Description
Basement	Plant, boilers and electrical intake

Ground floor	Reception, Office space, Meeting rooms and toilets
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First floor	Office space, kitchens and toilets.
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Fire Precautions

Emergency Lighting
Limited

Fire Extinguishers
Complies with BS5306 Part 3 & 8

Smoke Vents

No

Fire Fighting Lifts

None

Security Features

CCTV and Magnetic locking system

Lightning Protection

Yes

Evacuation Chairs

No

Emergency Access

Access conforms to Building Regulations Approved Document B-Part B5

Fire Suppression

None

Dry & Wet Risers

None

Fire Shutters & Smoke Curtains

None

Fire Alarm Systems

BS5839 system L4

4 FINDINGS

This assessment identifies 13 actions and 46 controls. The latest history is shown for 4 previously identified actions and 26 previously identified controls that were reviewed as part of this assessment.

13 ACTIONS	INCOMPLETE	46 CONTROLS	ONGOING
SHORT TERM	9	ALL	46
MEDIUM TERM	3		
NO TIMESCALE	1		

Previous Fire Risk Assessment

<p>Is there a previous fire risk assessment available?</p> <ul style="list-style-type: none"> The existing fire risk assessment was made available at the time of our visit for inspection. 	YES
<p>Have all remedial actions identified in the previous fire risk assessment been completed and signed off accordingly?</p> <ul style="list-style-type: none"> A review of your previous Fire Risk Assessment has been carried out. None of the significant findings identified in the previous report have been addressed. It is recommended the items identified are addressed and prioritized along with any additional from this report. 	<p>NO</p> <p>MEDIUM TERM</p> <p>NO SEVERITY</p> <p>REFERENCE RB-3L5169 DUE 09/02/2025</p>

Cladding

<p>Is the building over 18m?</p> <ul style="list-style-type: none"> The building is below 18m and does not constitute a tall building. 	NO
<p>Is the building fitted with an external wall systems and is information available to confirm the external wall system is compliant with current guidance?</p> <ul style="list-style-type: none"> There were no external wall systems or combustible structures attached to external walls of this building identified at the time of our visit. <p>HISTORY 07/02/24 First identified in assessment 21/08/24 Reviewed and confirmed as ongoing</p>	NO
<p>Are there balconies present on the building?</p>	NO BALCONIES PRESENT ON THIS BUILDING.

Persons at Risk

<p>Are young persons in the premises and have specific risk assessments been completed?</p>	NO YOUNG PERSONS IN THIS BUILDING.
<p>Are persons with special needs in the premises (not just physical issues) and have facilities been provided for their safe evacuation?</p> <ul style="list-style-type: none"> We were informed there were no persons with disabilities or special needs employed or frequenting these premises at the time of our visit. 	NO PERSONS WITH SPECIAL NEEDS CURRENTLY IN THIS BUILDING.

- ⊛ Are there areas where relevant persons are isolated and are adequate policies and procedures in place to ensure their safety? YES

 - We were informed there is a loan working policy in place at this premises, all staff are aware of the policy and the procedures to follow in the event of loan working.
- ⊛ Is the Occupancy level for the premises acceptable? YES

 - The occupancy level for the premises has been considered during the fire risk assessment and is deemed to be appropriate.


HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing

Sources of Ignition & Fuel


- ⊛ Do fixed electrical systems appear to be in good visual condition and is there evidence of a regular testing? YES

 - The electrical fixed installation is tested 5 yearly and the records were available at the time of our visit to confirm this had been completed by a competent person.

Last inspected in 2022.


- ⊛ If portable appliances are used, do they appear to be used in line with company policies and is PAT testing within date? YES

 - PAT testing is carried out for all portable electrical appliances and in date labels have been attached. A visual inspection of a sample of these appliances was carried out.


- ⊛ Are reasonable measures being taken to prevent fires as a result of smoking and are there suitable arrangements for those who wish to smoke? YES

 - The premises is designated as smoke-free in accordance with The Smoke-Free (Premises and Enforcement) Regulations 2006.


Smoking policy information and/or signage is prominently displayed and there was no evidence of smoking taking place on the premises or in unauthorised areas at the time of our inspection.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing
- ⊛ Are portable heaters used and if so are they positioned safely and appear in good working order? NO PORTABLE HEATERS IN USE.

 - There were no portable heaters in use or identified in this building during our visit.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing
- ⊛ Are fixed heating installations secured firmly to the wall/ceiling, clear of any combustibles and subject to regular maintenance regime? YES

 - The fixed heating systems were being suitably maintained and the records to confirm this were produced at the time of our visit.

- ? Are reasonable measures being taken to prevent fires as a result of cooking, including in the extraction system if fitted? **YES**
- Reasonable measures are taken to prevent fires from use of cooking facilities.
- HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing
- ? Does the building's lightning protection system visually appear in good working order and is it suitably maintained by a competent person? **YES**
- There is no lightning protection installed on this building. This was confirmed at the time of our visit.
- ? Does the basic security against arson by outsiders appear reasonable? **YES**
- Based on the security arrangements and waste management systems in place, the risk of arson to the premises is considered to be well managed and suitably controlled.
- HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing
- ? Is there an absence of unnecessary fire load in close proximity to the building or easily available for ignition by outsiders? **NO**
- At the time of the assessment it was noted that the bin storage area at the side of the building was insecure.
- The possibility of arson should be considered and the appropriate security measures taken, it is recommended that the bins be moved away from the building and kept within a secure compound reducing the chance of an arson attack and the potential for damage or loss of the building.
- 
- REFERENCE RB-P8S3G1
DUE 09/09/2024
CATEGORY Building: Other
- ? Has a full walk of the exterior been carried out and was it found to be satisfactory at the time of the visit? **YES**
- A full walk of the exterior of the premises was carried out by the assessor at the time of the inspection and it was deemed satisfactory.
- HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing
- ? Are electrical extension leads in use and if so are they in good condition and subject to PAT testing? **YES**
- Electrical extension leads and multi point adapters were in use at the time of the visit and were being used appropriately.
- A sample of the extension leads were checked and appeared in good repair and had in date PAT labels attached.
- ? Are there open fires, wood burners or charcoal barbeques present at the premises and instructions for use and disposal of hot ashes available? **NO OPEN FIRES OR WOOD BURNERS FITTED IN THESE PREMISES.**
- ? Have chimneys with open fires and log burners been swept and maintained at least annually? **N/A**
- ? Are gas appliances fitted in the premises and have they been tested and maintained at least annually by a registered engineer? **YES**
- Gas Safe records for the inspection and testing of the gas boiler were available for reference at the time of the assessment.
- Last completed 27/06/2024.

? Have electric scooters, bicycles or mobility scooters been identified at the time of our visit and they are being charged in the rooms / building?

YES

A large number of mobility scooters were noted to be stored within the basement area within the Lenton Business Centre.

We have been informed that no charging of these devices is undertaken within the building, however, it was noted that batteries remain in place within a mobility scooter whilst in storage.

It is recommended that all lithium ion batteries are removed from mobility scooters and stored externally to the building, in a purpose built cabinet situated in a location away from the walls of the building.

SHORT TERM
NO SEVERITY

REFERENCE RB-35M8SF
DUE 09/11/2024
CATEGORY Procedures:
Housekeeping

Housekeeping

? Is the standard of housekeeping throughout the premises adequate and well managed?

NO

At the time of assessment there were escape corridors that had storage along their route which could create obstacles and delays during an emergency escape.

Escape corridors should be clear of all storage, ensuring they are suitable for their intended purpose which is free access to final exits and escape to a place of safety.



SHORT TERM
NO SEVERITY

REFERENCE RB-JJDEHZ
DUE 09/11/2024
CATEGORY Procedures:
Housekeeping

? Are gas and electricity intake/meter cupboards adequately secured and kept clear of combustible materials?

YES

The gas and electrical intake cupboards were found secure and clear of any form of combustible storage at the time of our visit.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing

? Are external bins and skips controlled so as not to cause fire risk to the building?

YES

There were no external skips in close proximity to the building that could cause a fire risk at the time of our visit.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing

Means of Escape

? Is it considered that the building is provided with adequately designed means of escape with adequate provision of exits in case of fire in line with Government Guidance?

YES

The means of escape from these premises have been considered during the risk assessment and are deemed suitable for the occupancy.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing

? Do exits open in the direction of travel where necessary and there are no revolving or sliding doors that have to be used for means of escape.

YES

The exits open in the direction of travel where necessary. There are no revolving doors that are used for means of escape.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing

? Is there a satisfactory means for securing final exit doors? YES

All final exit doors are secured appropriately and can be used effectively in the event of an emergency, the doors can be opened in a single action.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing



? Are travel distances suitable and in line with Government Guidance. Where there is a single direction of escape and where there is more than one direction of escape. YES

The travel distances to the final exit/s in this building were appropriate and appeared to be inline with Government guidance documents.

Dead end corridors were noted and measured to be within 6M and distances recommended within fire safety guidance.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing

? Are there suitable fire precautions for all inner room situations? YES

Inner rooms were identified during the assessment and adequate controls were in place reduce the inner room risk. AFD within access rooms.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing

? Are escape routes clear unobstructed and capable of being used effectively in the event of an emergency? YES

At the time of our visit the escape routes in this building were being maintained clear, unobstructed and available for use.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing

? Are the arrangements for the safe evacuation of people with disabilities who are occupying the building suitable? NO

There was no procedure or equipment in place to evacuate people with disabilities who are occupying the building.

It is no longer acceptable to use the fire service to carry out a rescue as part of your emergency plan. The responsible person must ensure that everyone that occupies the building can evacuate safely in the event of an emergency, this includes people with disabilities and mobile problems.

We recommend evacuation chairs are installed and staff receive the relevant training to operate the the chairs in an emergency.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as not started

SHORT TERM
LIFE SAFETY

REFERENCE RB-Y2Y29U
DUE 24/04/2024

? Are protected means of escape corridors and stairwells clear of combustible materials? YES

The protected means of escape stairwells and corridors were all clear of any form of storage and were available for use at the time of our visit.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing

Fire Alarms, Emergency Lighting Portable Fire Fighting Eqt, Fire Suppression and Fixed Systems

? Is there a reasonable provision of portable fire extinguishers for the risks in this premises? **YES**

● There were sufficient portable fire extinguishers in place at the time of our visit, they appeared to be the correct type for the risks present.

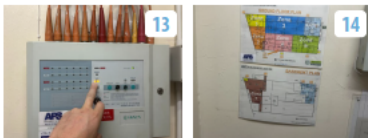
HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing



? Is there a reasonable fire alarm system provided and is it suitable for this type of premises? **YES**

● The fire alarm system fitted appeared suitable for the risk and had been installed in line with BS5839, with this system confirmed to conform to the L4 standard, and considered to be acceptable for this building and occupancy.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing



? Has the fire alarm system been tested weekly by the user and serviced and maintained by a competent person? **YES**

● The fire alarm system has been tested weekly by the user and records of the testing was available and observed at the the time of our visit.

The fire alarm system is also maintained by a competent person, these records were also observed and are filed in the fire logbook.

WHY To ensure the system will function effectively in the event of a fire and give the building occupiers early warning to enable them to escape.

? Are automatic or manual fixed fire suppression systems provided? **NO MANUAL OR FIXED SYSTEMS**

? Is there a dry/wet rising main installed and has it been serviced and maintained by a competent person? **NO RISING MAIN FITTED IN THIS PREMISES.**

? Is there a reasonable standard of emergency escape lighting system provided? **YES**

● The emergency lighting system is installed to BS 5266 and consists of a mix of maintained and non-maintained self-contained luminaires which operate on local or mains failure.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing

? Are monthly and annual testing routines for escape lighting carried out and documented? **YES**

● The emergency lighting system is tested monthly by the user and records were produced and observed at the time of the inspection.

Records for the servicing of the emergency lighting system by a competent person were produced and observed at the time of the inspection.

? Are automatic or manual Smoke Vents fitted in the building and have they been tested and maintained by a competent person? **N/A**

? is there a fire-fighting lift installed and is the lift serviced six monthly by a competent person and the results recorded in the fire logbook? N/A

Management of Fire Safety

? Is there satisfactory control over works carried out in the building by outside workers including contractors? YES

● A suitable system for controlling contractors is in place. Contractors working in the premises are selected from approved suppliers framework.

? Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises. Including specific risk assessments, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002 amended 2015? N/A

● This risk assessment only considers the impact of the use or storage of dangerous substances to the extent necessary to determine the adequacy of the general fire precautions required under the Order to ensure the safety of relevant persons in the event of fire.

The nature and quantity of flammable liquids and gases present in the premises are such that the fire hazards associated with their use and/or storage and the adequacy of the general fire precautions have been considered within this risk assessment.

? Are fire drills carried out at appropriate intervals? NO

● Records of fire drills were not available.

Records of fire drills should be maintained and available for reference and to provide feedback and to identify and address any findings that require remedial action for the future.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as not started

SHORT TERM
LIFE SAFETY

REFERENCE RB-XXXXYCI
DUE 24/04/2024

? Are all staff given adequate fire safety instruction and training on induction and is that training refreshed at periodic intervals? YES

● Fire training is provided for all staff, with induction training taking place on take up of employment and continuation training taking place annually.

? Are there appropriate fire procedures in place and is there a written emergency plan for the building? YES

● Suitable procedures are in place in relation to fire safety and evacuation.

? Is there a suitable record of the fire safety arrangements and a written fire safety policy? YES

● The evacuation procedure is full single phase evacuation from the property.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing

? Is the Responsible Person aware of their responsibilities? YES

● We were informed at the time of the visit the responsible person is aware of their responsibilities under Fire Safety Law.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as ongoing

? Are the arrangements for fire safety at these premises deemed suitable? NO

- At the time of assessment staff members managing the premise could not confirm that fire risk assessments are in place for all individuals' units.
From October 2023 all employers / places of employment regardless of the size or number of employees present should have a fire risk assessment in place.
It is recommended that all tenants are contacted, and a copy of their fire risk assessment is obtained and filed, ensuring that any actions detailed on the fire risk assessment are actioned.

SHORT TERM
NO SEVERITY

REFERENCE RB-AZBDPD
DUE 09/11/2024

Compartmentation

Is it considered that compartmentation in the parts of the building that have been sampled is to an appropriate standard to prevent the spread of heat and smoke in the event of a fire?

NO

- During the inspection it was discovered that the fire compartmentation was inadequate and would not prevent a fire spreading to other areas of the building should one start.

SHORT TERM
LIFE SAFETY

REFERENCE RB-CFZFPL
DUE 24/04/2024

Due to the large amount of deficiency noted within the building including compartmentation breaches and inadequate fire resistant construction, it is highly recommended that a full compartmentation survey is carried out within the building to highlight all deficiencies with compartmentation throughout the building which need rectifying to ensure fire spread is contained and delayed in the event of a fire sufficiently.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as not started

- During the inspection, it was discovered that the fire compartmentation was inadequate and would not prevent a fire spreading to other areas of the building should one start.

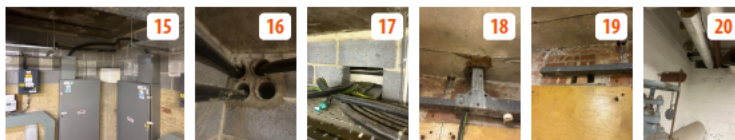
MEDIUM TERM
NO SEVERITY

REFERENCE RB-68SFD4
DUE 09/02/2025
CATEGORY Building:
Compartmentation

Location:

- Basement electrical intake room (Both buildings)
- Boiler room

It is recommended that the fire stopping be re-instated immediately to keep a fire contained should one start in this area.



Is the means of escape adequately protected where required. Walls, ceilings, floors and doors?

YES

- The walls, floors and ceiling's are adequately rated to ensure the evacuation of the building.

Are the fire resisting doors in the building that have been sampled, suitable and fit for purpose in the event of a fire?

NO

- It was noted during the visit that all fire resisting doors in this premises were deemed as unsatisfactory.

SHORT TERM
LIFE SAFETY

REFERENCE RB-S533PK
DUE 24/04/2024

It is recommended a thorough fire door survey is carried out by a suitably qualified fire door inspector and any remedial actions/replacements be carried out as soon as possible.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as not started

Issues were identified with the fire resisting doors in the following areas -

- No smoke seals was installed on the door leading to the electrical intake within the basement.
- Fire doors were noted have have missing screws, missing hinges, damaged and missing intumescent strips , door not closing flush with the frame and damaged door leafs and frames.

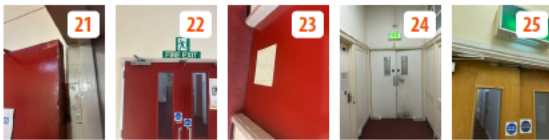
No exhaustive inspection was made; a sampling approach was taken only.

Fire doors are an essential part of the passive fire protection of a building. They are required to maintain the compartmentation in order to limit the size of a fire and to protect the escape routes to enable occupants to safely exit the building.

Fire doors can only work correctly when fitted with the correct compatible components i. e. door leaf + frame, seals, closer, hinges and other essential ironmongery and also glazing.

It is recommended that all doors identified in this risk assessment are rectified as soon as possible by an approved fire door installer. This may include replacement.

All fire doors should be checked for damaged, a self closing devices, and the presence of a intumescent strip and smoke seal as soon as possible, with any further faults reported for action.



Magnetic land acoustic door hold devices were noted throughout the premise.

These was no inventory available, or any written testing schedule in place.

It is recommended that a full inventory of these devices is created with a weekly schedule implemented and recorded.



- ? As far as can be reasonably ascertained, fire dampers are provided as necessary to protect critical means of escape against a passage of fire, smoke and combustion products in the early stages of a fire?
- ? Have fire dampers been maintained by a competent person in accordance with current standards?

	NO TIMESCALE
	NO SEVERITY
REFERENCE	RB-VC62FE
DUE	No Due Date

	SHORT TERM
	NO SEVERITY
REFERENCE	RB-P5EXRW
DUE	09/11/2024
CATEGORY	Building: Doors

NOT KNOWN, INFORMATION NOT AVAILABLE

N/A

Signage

- ? Is there sufficient fire safety signs fitted in the premises? **YES**
 - Adequate provision of fire action notices.
 - HISTORY 07/02/24 First identified in assessment
 - 21/08/24 Reviewed and confirmed as ongoing
- ? Is there sufficient directional signage fitted throughout the premises? **YES**
 - Adequate directional signage was noted within the property.
 - HISTORY 07/02/24 First identified in assessment
 - 21/08/24 Reviewed and confirmed as ongoing

- Is there sufficient mandatory signs fitted in this building? YES
 - Sufficient signage is installed.

Roof Void

- Does the building have a roof void? N/A
- Did you gain access to the roof void? NO ROOF VOID

Fire Fighters Provisions

- Have reasonable facilities and access for fire fighters and fire fighting appliances been provided? YES
 - Good access is provided for both fire fighting vehicles and personnel.

HISTORY 07/02/24 First identified in assessment

21/08/24 Reviewed and confirmed as ongoing
- Have all reasonable measures and arrangements been made to safeguard fire fighting personnel in a fire situation? YES
 - There were no significant risks to firefighters noted at the time of our visit.

HISTORY 07/02/24 First identified in assessment

21/08/24 Reviewed and confirmed as ongoing
- Are water supplies adequately provided to assist fire fighting tasks? YES
 - Hydrant are available within 90m.
- Are rising mains provided to assist fire fighting operations in the premises? RISING MAINS NOT REQUIRED, BUILDING IS BELOW 18M

Effects on the Environment

- Has the Responsible Person considered the effects to adjacent buildings that might caused by a fire on site? YES
 - This has been considered.
- Has the buildings Responsible Person considered the effects to the environment that might be caused by a fire on site? YES
 - There were no environmental issues noted at the time of visit. Any environmental issues arising from the use of firefighting mediums should be controlled at the time of incident.

HISTORY 07/02/24 First identified in assessment

21/08/24 Reviewed and confirmed as ongoing

Other Significant Fire Hazards That Warrant Consideration Including Process Hazards That Impact on General Fire Precautions.

- Other Hazards Identified. YES

- The external staircases appear to be in some disrepair, with signs of rust showing around steps and bolts.

The external staircases should be inspected by a competent person as soon as possible, with any recommendations addressed as soon as possible to ensure the external stairs are safe to use in the event of an evacuation.



SHORT TERM	
NO SEVERITY	
REFERENCE	RB-EQD666
DUE	09/11/2024

Actions and Controls Reviewed as Completed or Cancelled

Findings in this section have been reviewed in this assessment as completed or cancelled. They are not included in any summaries.

- **CANCELLED** We were informed at the time of our visit that a fire risk assessment has been carried out but the completed fire risk assessment report is not available for inspection at the time of our visit.

The fire risk assessment should be made available for inspection by authorised persons to review the report and check what significant findings have been identified and to see what action has been taken to address them.

WHY A valid fire risk assessment is required to comply with fire regulations. Article 9.1. The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions they need to take to comply with the requirements and prohibitions imposed on them by or under this Order.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as cancelled

MEDIUM TERM	
LIFE SAFETY	
REFERENCE	RB-CEF5V9
DUE	24/07/2024

- **COMPLETED** We were informed that the testing of the fixed electrical systems for the building has taken place, however, there were no records available to support this at the time of our visit.

The records should be produced and filed in the fire logbook for future inspections.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as completed

SHORT TERM	
LIFE SAFETY	
REFERENCE	RB-IAMC8I
DUE	24/02/2024
CATEGORY	Maintenance: Electrical

- **CANCELLED** All, or some, of the portable plugged electrical appliances are not inspected and tested periodically.

It is also recommended that contractors who may bring portable electrical equipment on site, should have these PAT inspected and certified by a competent person prior to use on site.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as cancelled

MEDIUM TERM	
LIFE SAFETY	
REFERENCE	RB-Q11B79
DUE	24/07/2024

- **CANCELLED** There were no records available at the time of our visit to confirm that the fixed heating system for the building is being maintained.

Records of the testing and maintenance of the fixed heating system should be provided and filed in the fire logbook.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as cancelled

MEDIUM TERM	
LIFE SAFETY	
REFERENCE	RB-WIB6PA
DUE	24/04/2024
CATEGORY	Maintenance: Other

- **COMPLETED** There were no records available at the time of our visit to confirm gas appliances are being checked by a competent person.

Gas safe checks must be carried out by a competent registered engineer and the records of the checks should be filed in the fire logbook and made available for inspection when requested.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as completed

MEDIUM TERM	
LIFE SAFETY	
REFERENCE	RB-E6D8AI
DUE	24/07/2024

COMPLETED We were not provided with records to support the weekly testing of the fire alarm system at the time of our visit.

Arrangements should be made for the system to be tested weekly and the results of the test should be recorded in the fire logbook.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as completed

MEDIUM TERM	
LIFE SAFETY	
REFERENCE	RB-9HNN22
DUE	31/01/2024
CATEGORY	Maintenance: Fire Alarms

COMPLETED At the time of our visit there were no records available to confirm that the system has been tested monthly by the user.

The system should be tested in accordance with BS5266 and the results of the tests should be documented in the fire logbook.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as completed

MEDIUM TERM	
LIFE SAFETY	
REFERENCE	RB-W78V4X
DUE	24/07/2024

COMPLETED It was noted at the time of our visit that there was no documented procedure for controlling contractors on this site.

We recommend a robust system is introduced to control any work carried out by contractors on this site.

The contractors should sign in at the start of their shift and sign out at the end of the shift.

Suitable risk assessments and safe systems of work should be produced prior to work commencing including hot work permits.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as completed

MEDIUM TERM	
LIFE SAFETY	
REFERENCE	RB-X5QY2X
DUE	24/04/2024
CATEGORY	Maintenance: Other

COMPLETED At the time of our visit we were not provided with any records to confirm that staff receive fire safety training.

It is recommended that all staff should receive fire safety training on induction and the training should be refreshed at periodic intervals.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as completed

IMMEDIATE	
LIFE SAFETY	
REFERENCE	RB-JN42SQ
DUE	24/02/2024
CATEGORY	Procedures: Training

CANCELLED At the time of our visit there were no fire procedures in place. It is recommended that a fire emergency plan is produced and all staff are made aware of the contents of the plan.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as cancelled

IMMEDIATE	
LIFE SAFETY	
REFERENCE	RB-BX7AGK
DUE	24/02/2024
CATEGORY	Procedures: Training

CANCELLED Young persons may occupy the premises as paying guests/family members and it is assumed they would be supervised by adults during their stay. This includes during an emergency at the premises and the requirement to evacuate in line with the instructions given in the guest information booklet.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as cancelled

CANCELLED There may be persons with special needs or disabilities occupying these premises from time to time. Suitable measures are in place to ensure they can be evacuated in the event of an emergency.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as cancelled

CANCELLED We were informed at the time of the visit that loan working is not carried out in these premises at any time.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as cancelled

CANCELLED Lightning protection is not required on this category of building.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as cancelled

CANCELLED There were no combustible items in close proximity to the building that could be ignited by outsiders at the time of our visit.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as cancelled

CANCELLED None noted on the day of inspection.

HISTORY 07/02/24 First identified in assessment
21/08/24 Reviewed and confirmed as cancelled

5 ACTION PLAN

There was no procedure or equipment in place to evacuate people with disabilities who are occupying the building.

It is no longer acceptable to use the fire service to carry out a rescue as part of your emergency plan. The responsible person must ensure that everyone that occupies the building can evacuate safely in the event of an emergency, this includes people with disabilities and mobile problems.

We recommend evacuation chairs are installed and staff receive the relevant training to operate the the chairs in an emergency.

REFERENCE RB-Y2Y29U

SEVERITY Life Safety

DUE BY / ASSIGNED TO

24 April 2024

COMPLETED ON / BY

Records of fire drills were not available.

Records of fire drills should be maintained and available for reference and to provide feedback and to identify and address any findings that require remedial action for the future.

REFERENCE RB-XXXYCI

SEVERITY Life Safety

DUE BY / ASSIGNED TO

24 April 2024

COMPLETED ON / BY

It was noted during the visit that all fire resisting doors in this premises were deemed as unsatisfactory.

It is recommended a thorough fire door survey is carried out by a suitably qualified fire door inspector and any remedial actions/ replacements be carried out as soon as possible.

REFERENCE RB-S533PK

SEVERITY Life Safety

DUE BY / ASSIGNED TO

24 April 2024

COMPLETED ON / BY

During the inspection it was discovered that the fire compartmentation was inadequate and would not prevent a fire spreading to other areas of the building should one start.

Due to the large amount of deficiency noted within the building including compartmentation breaches and inadequate fire resistant construction, it is highly recommended that a full compartmentation survey is carried out within the building to highlight all deficiencies with compartmentation throughout the building which need rectifying to ensure fire spread is contained and delayed in the event of a fire sufficiently.

REFERENCE RB-CFZFPL

SEVERITY Life Safety

DUE BY / ASSIGNED TO

24 April 2024

COMPLETED ON / BY

Issues were identified with the fire resisting doors in the following areas -

- No smoke seals was installed on the door leading to the electrical intake within the basement.
- Fire doors were noted have have missing screws, missing hinges, damaged and missing intumescent strips , door not closing flush with the frame and damaged door leafs and frames.

No exhaustive inspection was made; a sampling approach was taken only.

Fire doors are an essential part of the passive fire protection of a building. They are required to maintain the compartmentation in order to limit the size of a fire and to protect the escape routes to enable occupants to safely exit the building.

Fire doors can only work correctly when fitted with the correct compatible components i.e. door leaf + frame, seals, closer, hinges and other essential ironmongery and also glazing.

It is recommended that all doors identified in this risk assessment are rectified as soon as possible by an approved fire door installer. This may include replacement.

All fire doors should be checked for damaged, a self closing devices, and the presence of a intumescent strip and smoke seal as soon as possible, with any further faults reported for action.

REFERENCE RB-VC62FE

DUE BY / ASSIGNED TO

No Due Date

COMPLETED ON / BY

During the inspection, it was discovered that the fire compartmentation was inadequate and would not prevent a fire spreading to other areas of the building should one start.

Location:

- Basement electrical intake room (Both buildings)
- Boiler room

It is recommended that the fire stopping be re-instated immediately to keep a fire contained should one start in this area.

REFERENCE RB-68SFD4

DUE BY / ASSIGNED TO

9 February 2025

COMPLETED ON / BY

A review of your previous Fire Risk Assessment has been carried out. None of the significant findings identified in the previous report have been addressed.

It is recommended the items identified are addressed and prioritized along with any additional from this report.

REFERENCE RB-3L5I69

DUE BY / ASSIGNED TO

9 February 2025

COMPLETED ON / BY

The external staircases appear to be in some disrepair, with signs of rust showing around steps and bolts.

The external staircases should be inspected by a competent person as soon as possible, with any recommendations addressed as soon as possible to ensure the external stairs are safe to use in the event of an evacuation.

REFERENCE RB-EQD666

DUE BY / ASSIGNED TO

9 November 2024

COMPLETED ON / BY

Magnetic land acoustic door hold devices were noted throughout the premise.
These was no inventory available, or any written testing schedule in place.
It is recommended that a full inventory of these devices is created with a weekly schedule implemented and recorded.

REFERENCE RB-P5EXRW

DUE BY / ASSIGNED TO

9 November 2024

COMPLETED ON / BY

At the time of assessment there were escape corridors that had storage along their route which could create obstacles and delays during an emergency escape.

Escape corridors should be clear of all storage, ensuring they are suitable for their intended purpose which is free access to final exits and escape to a place of safety.

REFERENCE RB-JJDEHZ

DUE BY / ASSIGNED TO

9 November 2024

COMPLETED ON / BY

At the time of assessment staff members managing the premise could not confirm that fire risk assessments are in place for all individuals' units.

From October 2023 all employers / places of employment regardless of the size or number of employees present should have a fire risk assessment in place.

It is recommended that all tenants are contacted, and a copy of their fire risk assessment is obtained and filed, ensuring that any actions detailed on the fire risk assessment are actioned.

REFERENCE RB-AZBDPD

DUE BY / ASSIGNED TO

9 November 2024

COMPLETED ON / BY

A large number of mobility scooters were noted to be stored within the basement area within the Lenton Business Centre.

We have been informed that no charging of these devices is undertaken within the building, however, it was noted that batteries remain in place within a mobility scooter whilst in storage.

It is recommended that all lithium ion batteries are removed from mobility scooters and stored externally to the building, in a purpose built cabinet situated in a location away from the walls of the building.

REFERENCE RB-35M8SF

DUE BY / ASSIGNED TO

9 November 2024

COMPLETED ON / BY

At the time of the assessment it was noted that the bin storage area at the side of the building was insecure.

The possibility of arson should be considered and the appropriate security measures taken, it is recommended that the bins be moved away from the building and kept within a secure compound reducing the chance of an arson attack and the potential for damage or loss of the building.

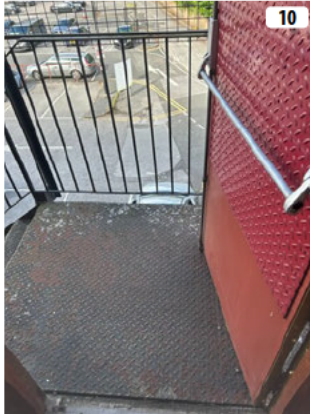
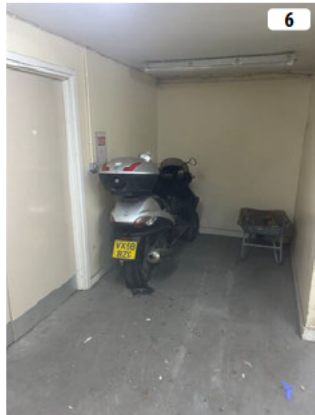
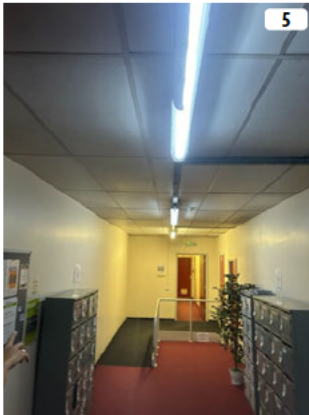
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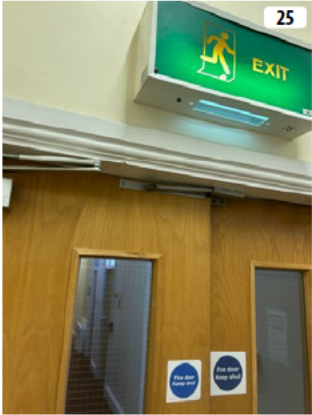
9 September 2024

COMPLETED ON / BY

6 PHOTOS



Photos Continued...



Photos Continued...

