



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	28 Mar 2025
Date of Next Fire Risk Assessment	28 Mar 2026
FRA Frequency (Months)	12
Purpose of Fire Risk Assessment	Annual Re-Assessment
Type of Fire Risk Assessment	Type 1 (Common Parts Only - Non Destructive)
Fire & Safety Assessor	Gary Bredin AIFireE

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	Cambridgeshire fire and Rescue service
Other staff in attendance	Office staff present
Number of on-site Accent staff	
Number of other (non-Accent) staff	Contract Cleaners in common areas

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	N/A
Current Evacuation Strategy	Full (Simultaneous) Evacuation
Conversion or purpose-built	Purpose Built
Number of storeys	3
Number of floors on which car parking is provided	0
Is there a habitable basement?	No
Number of internal Staircases (protected or unprotected?)	2 protected
Number of External Staircases	None
External Balcony part of escape route?	N/A
Unusual features	None
Building Access Conditions for Fire Brigade	Vehicular Access to one or more elevations

Fire Detection and Warning System

Grade of fire alarm	Grade A
Category of fire alarm	LD2 Additional Protection
Emergency Lighting Provision	Mixed system - Common areas
Portable Fire Extinguishers supplied/fitted	Yes
Fixed Fire Fighting Installations	Yes

Customers

Number of occupants	100
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	0
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	28/03/2025
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	Gary Bredin AIFireE
Enforcing Fire Authority	Cambridgeshire fire and Rescue service
Scheme Tel. No	-
Other staff in attendance	Office staff present
Number of on-site Accent staff	
Number of other (non-Accent) staff	Contract Cleaners in common areas
Scheme Inspection completed	Yes
Number of occupants	100
Personal Emergency Evacuation Plans in place	N/A
Current Evacuation Strategy	Full (Simultaneous) Evacuation
Conversion or purpose-built	Purpose Built
Number of Storeys	3
Number of floors on which car parking is provided	0
Is there a habitable basement?	No
No. of internal staircases (protected/unprotected)	2 protected
Number of external staircases	None
External balcony part of escape route?	N/A
Unusual features	None

Fire Risk Assessment Survey Results

Building access conditions for Fire Brigade	Vehicular Access to one or more elevations
Surroundings: Residential/Commercial	Mixed
Fire Detection and Warning System	
Grade of Fire Alarm	Grade A
Category of Fire Alarm	LD2 Additional Protection
Emergency Lighting Provision	Mixed 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 inspection all found to be in order.
Valid Electrical Installation Condition Reports held on file? (Common Areas & General Needs Flats)	
Comment	Cert held by the management company
Electrical App/PA Testing - tested within past 12 months?	Yes
Comment	Last test February 2025
Absence of trailing leads and adapters?	No
Comment	Trailing leads found in the IW area. This information was passed onto the Health and safety department.
Evidence that mobility scooters are not being stored/charged in common areas?	Yes
Comment	
Is there a purpose built mobility scooter store/charging area?	No

Comment

Does the building have a lightning protection system?

Yes

Comment

Is the protection system adequately maintained?

Yes

Comment

This is the responsibility of the management company.

Observation	Priority	Referred To	Required By:	Task ID
All PATesting in date				



Observation	Priority	Referred To	Required By:	Task ID
Some trailing cables were noted on the floor during the audit.	Internal - High	Support Services Manager	20/03/2025	1955849



Gas installations

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

Yes

Comment

This is the responsibility of the management company.

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

Comment

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

N/A

Comment

Other Sources of Ignition

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

Yes

Comment

Adequate security against arson?

Yes

Comment

Are refuse/recycling bin areas managed and suitably located?

Yes

Comment

Are there communal cooking facilities at this scheme?

No

Comment

Microwave for warming food only

Housekeeping

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

No

Comment

Some items are being stored in the computer data room. This has been passed onto the office manager for removal.

Are unnecessary accumulations of combustible materials or waste avoided?

Yes

Comment

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

N/A

Comment

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

Yes

Comment

Other Significant Fire Hazards

Are all other significant fire hazards adequately controlled?

No

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

Escape routes unobstructed and safe to use?

Yes

Comment

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

Yes

Comment

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

Yes

Comment

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

Yes

Comment

Observation	Priority	Referred To	Required By:	Task ID
All areas were cleat at the time of the audit.				



Fire Spread and Development

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

Yes

Comment

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

No

Comment

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

Fire stopping required in the computer data room .

Information passed onto the office manager .

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

N/A

Comment

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

N/A

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

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

Yes

Comment

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

Comment

This is the responsibility of the management company.

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

N/A

Comment

Observation	Priority	Referred To	Required By:	Task ID
Fire stopping required in the computer room.	Internal - Medium	Project Manager (Building Safety)	02/06/2025	1955848



Observation	Priority	Referred To	Required By:	Task ID
The computer room should not be used to store equipment.	Internal - Medium	Support Services Manager	01/04/2025	1955850



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

Last drop test February 2025

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?

Yes


Comment

No lifts within the office.

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

Yes

Comment

Observation	Priority	Referred To	Required By:	Task ID
Emergency action notices are posted in the office for all to see.				
				

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

Quarterly inspections by Intergral.

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?

N/A

Comment

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

Yes

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?

Comment

Records available of fire fighting equipment servicing within past 12 months?

Yes

Comment

Last test December 2024

Observation	Priority	Referred To	Required By:	Task ID
All firefighting equipment was in test date.				



Management of Fire Safety

Are these premises regulated by the Building Safety Regulator under the Building Safety Act?

N/A

Comment

Will this FRA be shared with all Accountable Persons for the premises? Yes

Comment

How will this sharing be achieved? This will be held on M files for all to access

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?

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 with all other Responsible Persons for the premises? Yes

Comment

How will this sharing be achieved?

Is an office or IL scheme being inspected?

Comment

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

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? Yes

Comment Not in the office but in the building.

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

Comment

Is the lift fitted with a firefighters switch?

Comment

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

Yes

Comment

Premises Inspection Box

Is there a premises information box for fire & rescue service use?

Comment

Are there arrangements to check the premises information box is kept up to date?

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?

Comment

Is general fire safety information disseminated to residents?

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