

FIRE RISK ASSESSMENT



Marcus Garvey Centre - Nottingham Council

Marcus Garvey Centre, Lenton Boulevard, Nottingham, NG7 2BY

FIRE RISK RATING

LIKELIHOOD **LOW**

SEVERITY **MODERATE HARM**

RISK **TOLERABLE**

VALID BETWEEN

23/01/2024 - 23/01/2025

ASSESSED BY
ASSESSED ON

Jack Walker
23/01/2024

APPROVED BY
APPROVED ON

Kevin Illiffe
07/02/2024

ASSESSMENT REF.

0374997.

VERSION

1

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
0374997.

PRODUCED FOR THE RESPONSIBLE PERSON
Veteran Fire Safety Ltd

ASSESSED ON, BY
23/01/2024, Jack Walker

SPECIFICATION CONFORMS TO
Our own internal quality system.

APPROVED / VALIDATED ON, BY
07/02/2024, Kevin Iliffe GFireE MIFSM MIFPO Tier 3 NAFRAR

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.

START DATE RECOMMENDED REVIEW DATE
23/01/2024 — 23/01/2025

FINDINGS
7 Actions / 41 Controls

Assessed Property

PROPERTY NAME
Marcus Garvey Centre - Nottingham Council

ADDRESS
Marcus Garvey Centre
Lenton Boulevard
Nottingham
NG7 2BY

PROPERTY REFERENCE
RB-8DQKS3

FIRE RISK RATING

LIKELIHOOD **LOW**

Very low likelihood of fire as a result of negligible potential sources of ignition.

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 **TOLERABLE**

No major additional controls required. However, there might be a need for some improvements.

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, Small and Medium Places of Assembly Guide

3 PROPERTY INFORMATION

Building Construction

Use

Other

General Building and Construction

The Marcus Garvey Day Service operates from Monday to Thursday - 9am to 4.50pm.

There are currently 2/3 staff based in the building and a capacity to accommodate up to twenty citizens.

The maximum attendance of citizens on a daily basis is 6

There are no steps or stairs and there are two escape routes. The internal specifications of the building consist of a reception area, 1 office, a large dining room, a meeting room/games room, a general lounge area and a small changing room. There is an industrial kitchen noted within the property. There are a male, female and disabled toilet.

The day services has the use of the wing, in the Lenton Business Centre the building is in wider use too by other organisations also who have their own areas. The building is over 2 floors but the day centre uses just the ground floor.

The kitchen contains one fridge and freezer, a microwave, and numerous other electrical appliances; these are maintained by the committee. At present the kitchen is being used to produce meals for the citizens.

The Office area contains two wireless computers, one printer/photocopier, two telephones, office furniture and fittings.

The dining room contain furniture and fittings, answering machine, monitor and telephone art materials, and some electrical equipment, i.e. microwave, fridge, toaster, kettle, radio/CD players.

The committee store contains cleaning equipment and materials/chemicals, toilets rolls, paper hand towels, boxes of tissues, refuse sacks and protective gloves, mops, buckets and one floor polisher/vacuum cleaner.

Adjoining Buildings

N/A.

Description of Final Exits

Two final exits.

Fire History

No evidence of recent fire loss.

Build Date

Circa 1950s.

Last Refurbishment

Unknown.

Floor Area m2

400.

Date of Previous FRA

01/09/2023.

Number of Floors (Ground and Above)

1.

Number of Floors (Below Ground)

0.

Occupancy Information

Employer / Responsible Person

Nottingham City Council.

Nominated Competent Person

Aamer Iqbal.

Opening Hours

9am-4:30pm.

Members of the public present in the property

Yes

Occupants Especially at Risk

Visitors, staff.

Occupancy and Capacity
Staff-3.
Visitors-6.

Evacuation

Evacuation Philosophy
Simultaneous Evacuation

4 FINDINGS

This assessment identifies 7 actions and 41 controls.

7 ACTIONS	INCOMPLETE	41 CONTROLS	ONGOING
MEDIUM TERM	7	ALL	41

Previous Fire Risk Assessment

- ⊙ Is there a previous fire risk assessment available? **YES**

 - Existing fire risk assessments were available and held centrally.
- ⊙ Have all remedial actions identified in the previous fire risk assessment been completed and signed off accordingly? **YES**

 - The significant findings identified in the previous fire risk assessment have been addressed appropriately.

Cladding

- ⊙ Is the building over 18m? **NO**

 - The building is below 18m and does not constitute a tall building.
- ⊙ Is the building fitted with an external wall systems and is information available to confirm the external wall system is compliant with current guidance? **N/A**

 - There were no external wall systems or combustible structures attached to external walls of this building identified at the time of our visit.
- ⊙ Are there balconies present on the building? **NO BALCONIES PRESENT ON THIS BUILDING.**

Persons at Risk

- ⊙ Are young persons in the premises and have specific risk assessments been completed? **NO YOUNG PERSONS IN THIS BUILDING.**

 - It was confirmed at the time of the visit that no young persons are employed to work in these premises at the moment.
- ⊙ Are persons with special needs in the premises (not just physical issues) and have facilities been provided for their safe evacuation? **YES**

 - 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. Dedicated staff have been selected to assist with the evacuation and the relevant training has been given.
- ⊙ Are there areas where relevant persons are isolated and are adequate policies and procedures in place to ensure their safety? **NO AREAS IN THIS BUILDING WHERE WORKERS ARE ISOLATED AND LOAN WORKING.**

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

? 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.

Sources of Ignition & Fuel

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

NO

● There was no evidence of periodic inspection and testing of the electrical installations having been carried out within the last 5 years.

MEDIUM TERM

LIFE SAFETY

If evidence of an inspection is unavailable, a competent electrician should inspect and test all electrical installations throughout the premises in accordance with IET Regulations (BS 7671) and records updated and maintained.

REFERENCE RB-ILTUL2
DUE 23/07/2024

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

NO

● All or some of the portable plugged electrical appliances are not inspected and tested periodically.

MEDIUM TERM

LIFE SAFETY

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.

REFERENCE RB-CDSM2W
DUE 23/07/2024



? 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.

? Are portable heaters used and if so are they positioned safely and appear in good working order?

YES

● Portable heaters are used from time to time to supplement the buildings main heating system during cold spells. The heaters were sited in a safe place at the time of our visit and clear of any combustible materials.

? Are fixed heating installations secured firmly to the wall/ceiling, clear of any combustibles and subject to regular maintenance regime?

YES

● Heating installations are periodically inspected, tested and maintained.

? Are reasonable measures being taken to prevent fires as a result of cooking, including in the extraction system if fitted?

NO

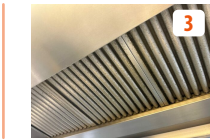
● There were no records available during the visit to confirm that the kitchen extract system has been inspected and maintained.

MEDIUM TERM

LIFE SAFETY

It is recommended that a heavy use kitchen is inspected six monthly.

REFERENCE RB-Q2GEJ4



- ? Does the building's lightning protection system visually appear in good working order and is it suitably maintained by a competent person? **NOT REQUIRED ON THIS BUILDING**

● Lightning protection is not required on this category of building.
- ? 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.
- ? Is there an absence of unnecessary fire load in close proximity to the building or easily available for ignition by outsiders? **YES**

● There were no combustible items in close proximity to the building that could be ignited by outsiders at the time of our visit.
- ? 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.
- ? Are electrical extension leads in use and if so are they in good condition and subject to PAT testing? **NO ELECTRICAL EXTENSION LEADS IN USE**
- ? 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? **NO**

● 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.

MEDIUM TERM

LIFE SAFETY

REFERENCE RB-DBFH52
DUE 23/07/2024
- ? Have electric scooters, bicycles or mobility scooters been identified at the time of our visit and they are being charged in the rooms / building? **N/A**

Housekeeping

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

● At the time of the assessment, general housekeeping and storage appeared to be suitably controlled.

It should be noted that if there are any significant changes, this assessment should be reviewed, with additional control measures being implemented where necessary.
- ? 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.

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

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

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.

- 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.

- 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.

- 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.

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

 - There were no inner room risks identified in these premises at the time of our inspection.

- 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.

- 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.

MEDIUM TERM

LIFE SAFETY

REFERENCE RB-1WCB6P
DUE 23/07/2024

- 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.

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

<p>⊙ Is there a reasonable provision of portable fire extinguishers for the risks in this premises?</p> <p>● 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.</p>	YES
<p>⊙ Is there a reasonable fire alarm system provided and is it suitable for this type of premises?</p> <p>● The fire alarm system fitted appeared suitable for the risk and had been installed in line with BS5839.</p>	YES
<p>⊙ Has the fire alarm system been tested weekly by the user and serviced and maintained by a competent person?</p> <p>● 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.</p> <p>The fire alarm system is also maintained by a competent person, these records were also observed and are filed in the fire logbook.</p> <p><small>WHY</small> 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.</p>	YES
<p>⊙ Are automatic or manual fixed fire suppression systems provided?</p>	NO MANUAL OR FIXED SYSTEMS
<p>⊙ Is there a dry/wet rising main installed and has it been serviced and maintained by a competent person?</p>	NO RISING MAIN FITTED IN THIS PREMISES.
<p>⊙ Is there a reasonable standard of emergency escape lighting system provided?</p> <p>● 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.</p>	YES
<p>⊙ Are monthly and annual testing routines for escape lighting carried out and documented?</p> <p>● The emergency lighting system is tested monthly by the user and records were produced and observed at the time of the inspection.</p> <p>Records for the servicing of the emergency lighting system by a competent person were produced and observed at the time of the inspection.</p>	YES
<p>⊙ Are automatic or manual Smoke Vents fitted in the building and have they been tested and maintained by a competent person?</p>	N/A
<p>⊙ 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?</p>	N/A

Management of Fire Safety

<p>⊙ Is there satisfactory control over works carried out in the building by outside workers including contractors?</p> <p>● A suitable system for controlling contractors is in place. Contractors working in the premises are selected from approved suppliers framework.</p>	YES
<p>⊙ 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?</p>	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? **YES**

● Fire drills are carried out six monthly/annually at these premises, the observation report produced at the time of the drill is filed in the fire logbook, these were observed at the time of the visit.
- ⊙ Are all staff given adequate fire safety instruction and training on induction and is that training refreshed at periodic intervals? **YES**

● At the time of assessment, staff fire training appeared to be suitably managed and controlled.

It should be noted that if there are any significant changes to staff, the emergency evacuation plan or fire procedures, additional fire safety training may be necessary.
- ⊙ Are there appropriate fire procedures in place and is there a written emergency plan for the building? **YES**
- ⊙ Is there a suitable record of the fire safety arrangements and a written fire safety policy? **YES**

● A written Fire Safety Management Plan is in place, all staff are aware of the plan and its content.
- ⊙ 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.
- ⊙ Are the arrangements for fire safety at these premises deemed suitable? **YES**

● At the time of assessment, the management of fire safety appeared to be suitably controlled.

Service records for the inspection, testing and maintenance of electrical installations, heating and fire safety systems and equipment were available for viewing during this assessment.

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? **YES**

● It was considered at the time of the visit that the areas sampled were suitable and had adequate compartmentation available.
- ⊙ Is the means of escape adequately protected where required. Walls, ceilings, floors and doors? **NO**

● Glazing panels noted along the escape route from fanlights and side panels of doors were not deemed adequately fire resistant, Management to confirm/ensure glazing panels are adequately fire rated to a minimum of 30 minutes fire resistant.

MEDIUM TERM

LIFE SAFETY

REFERENCE RB-2JUFEP
DUE 23/07/2024



? 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.

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.



MEDIUM TERM
LIFE SAFETY

REFERENCE RB-KTD8NS
DUE 23/07/2024

? 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?

NOT KNOWN, INFORMATION NOT AVAILABLE

? Have fire dampers been maintained by a competent person in accordance with current standards?

N/A

Signage

? Is there sufficient fire safety signs fitted in the premises?

YES

? Is there sufficient directional signage fitted throughout the premises?

YES

? Is there sufficient mandatory signs fitted in this building?

YES

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.

? 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.

? Are water supplies adequately provided to assist fire fighting tasks?

YES

? 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 be caused by a fire on site? **YES**

? 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.

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

? Other Hazards Identified.

NO OTHER SIGNIFICANT HAZARDS IDENTIFIED AT THE TIME OF THIS VISIT.

5 ACTION PLAN

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.

REFERENCE RB-DBFH52

SEVERITY Life Safety

DUE BY / ASSIGNED TO

23 July 2024

COMPLETED ON / BY

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-1WCB6P

SEVERITY Life Safety

DUE BY / ASSIGNED TO

23 July 2024

COMPLETED ON / BY

There was no evidence of periodic inspection and testing of the electrical installations having been carried out within the last 5 years.

If evidence of an inspection is unavailable, a competent electrician should inspect and test all electrical installations throughout the premises in accordance with IET Regulations (BS 7671) and records updated and maintained.

REFERENCE RB-ILTUL2

SEVERITY Life Safety

DUE BY / ASSIGNED TO

23 July 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-KTD8NS

SEVERITY Life Safety

DUE BY / ASSIGNED TO

23 July 2024

COMPLETED ON / BY

Glazing panels noted along the escape route from fanlights and side panels of doors were not deemed adequately fire resistant, Management to confirm/ensure glazing panels are adequately fire rated to a minimum of 30 minutes fire resistant.

REFERENCE RB-2JUFEP

SEVERITY Life Safety

DUE BY / ASSIGNED TO

23 July 2024

COMPLETED ON / BY

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.

REFERENCE RB-CDSM2W

SEVERITY Life Safety

DUE BY / ASSIGNED TO

23 July 2024

COMPLETED ON / BY

There were no records available during the visit to confirm that the kitchen extract system has been inspected and maintained.

It is recommended that a heavy use kitchen is inspected six monthly.

REFERENCE RB-Q2GEJ4

SEVERITY Life Safety

DUE BY / ASSIGNED TO

23 February 2024

COMPLETED ON / BY

6 PHOTOS



Photos Continued...

