

Freedom of Information request reference number: 9121.1

Date of response: 28/10/2024

Request:

I am writing to you today to enquire further as to the relevant fire safety certification in place at Zedwell Tottenham Court Road, 112 Great Russell Street, London, WC1B 3NQ on behalf of a local constituent. I would be grateful if your offices could confirm if this property has a fire safety risk assessment and emergency plan in place which London Fire Brigade consider to be appropriate and compliant with all relevant legislation. If so, I would be greatly appreciative if sight of this could be provided. In addition, it would be helpful if you could provide sight of the fire safety certificate provided to Zedwell hotels to operate safely at this location. Finally, I would be appreciative if you could confirm that this property is operating with all relevant fire safety certification in place and provide sight of all relevant compliance documentation regarding this property available to LFB.

Response:

In response to your request above, our Fire safety Regulatory team have confirmed we do not hold the fire safety risk assessment for this property. These are held by the Responsible Person for the building.

The Fire Safety Regulation team have confirmed that we do hold a Fire Safety Audit Report for Zedwell Tottenham Court Road, 112, Great Russell Street, London, WC1B 3NQ. I have enclosed a copy of the The Fire Safety Audit with this response. The Fire Safety Audit report confirmed no significant failure to comply with the Regulatory Reform (Fire Safety) Order 2005 (RRO) and as a result the premises were deemed broadly compliant. The fire safety audit report refers to the fire risk assessment on page 5 of 12 of the fire safety audit report.

Please note, personal data has been removed from the document under [section 40 of the FOIA – Personal Information](#)

An alteration notice was issued on 24th April 2024. This is published on our website here [Alteration Notice | London Fire Brigade](#)

We have dealt with your request under the Freedom of Information Act 2000. For more information about this process please see the guidance we publish about making a request on our website: <https://www.london-fire.gov.uk/about-us/transparency/request-information-from-us/>



Fire Safety Audit Report

Audit Information

Audited By [REDACTED]
Audit Completed 13 May 2024

Location summary

File No 02/211920
UPRN 5161214
Building Name Zedwell (Underground) Tottenham Court Road
Address FORMER NCP CAR PARK
 ADELINE PLACE
 LONDON
 WC1B 3NP
Borough Camden
Use F - Hotel
Responsible Team FSD CAM-ENF-HGY-BAR
Station Ground A24 - Soho
Site Risk Score 4.00
Building Height band <18
Total Floors 9 **Basement floors** 5
Estimated number of sleeping 459
Special Features Linked Means of Escape
Additional detail Premises information Box at ground floor entrance

Premises Description

Premises is a Basement hotel with various occupiers above. Gym on the 1st floor and Hotel above . See file 02/011956. Basement Hotel consist of ground floor entrance located in Great Russell Street, with a sperate ground floor loading area which has a ramp to all basement levels using an electric cart vehicle. In addition there is basement level four and five (4 & 5) the other basement levels above are demised to the YMCA. Basement level 4 has the hotel reception, sprinkler master room, plant rooms, mains electrical intake room as well as staff rooms & hotel bedrooms.

The building comprises of 170 hotel (bedrooms) accommodation with three internal protected staircases, one being a fire fighting shaft. Sprinkler system is provided in 100% of basement. Basement Levels 4 & 5 are approximately 50,000 Sq Ft.

Exterior Wall Cladding N/A

Exterior Wall Insulation N/A

Cladding/Insulation details confirmed by NOT CONFIRMED

Environmental Risks NONE

Features assisting fire spread NONE

Site Reinspection date

Heritage Building

No

Balconies present?	No
Gas Supply present?	No
Petroleum redevelopment?	No
Known firesetting in area?	No
Site lone worker risk	none

Property Detail (OCCUPIER PROPERTY)

ALTERATIONS NOTICE PRESENT ON PROPERTY

Occupier Contact	Trocadero (London) Hotel Limited
Address	NCP CAR PARK ADELINE PLACE LONDON WC1B 3NQ
Responsible team	FSD CAM-ENF-HGY-BAR
Occupancy Type	Sole Occupier
Property Use	F - Hotel
Valuation Office	CH - Hotel
Original Risk Score	3.50
Reinspection Date	N/A (SAMPLE)
Last Inspection	9 April 2024
Total Capacity	0
Maximum number of people	>100
Property Size for use	Very Large 3601m ² to 9500m ²
Environmental Risks	NONE
Occupant Mobility	Average
Fire Loading	Average

Additional detail

Specific lone worker risk

Primary Authority Partnership N/A

Protection Data (SHARED)

Fire Protection & Warning	Adequate
Unwanted fire signals count	0
AFD remote monitoring	No
Smoke ventilation	Mechanical
Covers MOE/Common areas?	Yes
Sprinklers Installed?	Yes
Sprinkler Type	Wet Pipe
Coverage %	100
False activations in past 3 years	0
Fire activations in past 3 years	0
Access for fire-fighting	Below average
Water supplies	Average

Special Features	Fire Curtains x2 at ground floor entrance & 1x Basement -4 at Fire fighting lift
# Fire fighting shafts	0
Engineered solution?	YES
Trade off measures?	YES
Evacuation type	Simultaneous Evacuation
History of fires?	No

Contacts

Occupier - CHANGED

Name	Trocadero (London) Hotel Limited
Person	[REDACTED]
Position	Director
Address	Zedwell Tottenham Court Road Hotel 112a Great Russell Street, London WC1B 3NQ
Telephone	0207123 5001

Owner/Co-Owner - NEW

Name	Trocadero (London) Hotel Limited
Position	The company Secretary
Address	16 Babmaes Street St. James's London SW1Y 6HD

On Site Representative

Name	Criterion Hospitality Limited
Person	[REDACTED]
Position	Head of Security
Address	Zedwell Underground Tottenham Court Road 112a Great Russel Street London WC1B 3NQ
Telephone	0207 432 2444
Mobile	[REDACTED]
Email	[REDACTED]

Other relevant contact - CHANGED

Name	Criterion Hospitality Limited
Person	[REDACTED]
Position	Group Engineering Director
Address	Zedwell Underground Tottenham Court Road 16 Babmaes Street, London SW1Y 6HD WC1B 3NQ
Telephone	0207 432 2444
Mobile	[REDACTED]
Email	[REDACTED]

Enforcement history

Articles

Article 9 - Risk assessment

SAFETY CRITICAL	Observations
Safety Evaluation	
Broadly Compliant	

Article 9
(continued)

A type 1 (non intrusive) Fire Risk Assessment carried out by Ligtas on 4/04/2023 pre hotel opening, covers relevant risks in conjunction with the FireStrategy with appropriate remedial measures identified for RP to action. All issues identified appear to have been addressed.

The fire risk assessment gives reference to a detailed Fire strategy document produced by FDS Consult Ltd on 01/07/2020.

Article 11 - Fire Safety Arrangements**SAFETY CRITICAL**
Safety Evaluation
Broadly Compliant**Observations**

Effective fire safety management is in place, with routine checks carried out daily and at night. Weekly AFD tests are recorded with Monthly testing for Emergency Lighting, Fire extinguishers & fire doors.

In order to prevent delays in maintenance contingency plans have been put in place, by pre planning with maintenance companies to have critical spares in place.

We have recommended that an alarm linked low level lighting could be linked to the hotel bedrooms to assist in an emergency evacuation. As EL only activates with a loss of power and rooms have no ambient light, this would ensure a level of lighting rather than relying on occupants having to switch internal light switches when stressed or panicking in a dark room.

It was advised that a second set of plans be added to the secure information box, to accommodate a likely dual command approach from ground level & with a basement bridgehead for operational fire crews.

We also recommended that they should have an additional battery in stock for the evacuation chairs as a critical spare to cover any potential battery failure.

Article 13 - Detection and warning**SAFETY CRITICAL**
Safety Evaluation
Broadly Compliant**Observations**

The fire alarm system is appropriate to the risk, with an L1 system. The main panel is at the ground floor entrance with a repeater panel in the basement. No external monitoring company but there is 24hr on site security.

Visual warning devices are present in areas of high background noise and appropriate break glass call points as in place.

A 60 second alarm acknowledgement period before a full alarm. If alarm is acknowledged then there is a 6 minute investigation period. In the event of a double knock then there is an mediate full evacuation. All electronic/security doors including the cross corridor magnetic door holders disengage on activation of the fire alarm. Two fire curtains at ground floor entrance level and one at Basement Level 4 covering the lift to reception exit operate on full alarm.

System commissioned by ACL on 09/04/2023. The fire alarm system is linked to the St Giles Hotel above.

Zonal plans are located by the Alarm panel.

Article 14 - Emergency routes and exits

SAFETY CRITICAL
Safety Evaluation
Broadly Compliant

Observations

Means of escape were clear and available with all fire doors being new and in good order. Wayfinder signage was in place with clear emergency exit signs leading to the three lobbied Concrete exit stairwells. Two stairwells lead up to independent exits, one stairwell leads up to St Giles hotel and out via a shared exit. There is cross corridor separation from doors held on magnetic door holders which will disengage on activation of the fire alarm. When released these cross corridor doors have vision panels to maintain visibility of exit signage. Exit routes have appropriate levels of Emergency lighting (EL) in place with additional EL within the bedrooms.

Extended travel distances are permissible due to the mist suppression system covering 100% of B4 & B5 in conjunction with the smoke control system covering both basement levels.

We have recommended that an alarm linked low level lighting could be linked to the hotel bedrooms to assist in an emergency evacuation. As EL only activates with a loss of power and rooms have no ambient light, this would ensure a level of lighting rather than relying on occupants having to switch internal light switches when stressed or panicking in a dark room.

Article 15 - Procedures for serious and imminent danger and for danger areas

SAFETY CRITICAL
Safety Evaluation
Broadly Compliant

Observations

An appropriate simultaneous evacuation emergency plan is in place, with consideration given for those who can't self evacuate with two battery operated evacuation chairs in the stair lobbies with staff trained in their operation.

Refuge points are sited in each stairwell, with PEEP's for individual guests with staff to undertake active measures to support individuals. Emergency voice communication (EVC) system commissioned on 15/03/2023 is available at refuges. A final assembly point is at Bedford square, location is shared with the St Giles hotel.

A dedicated land line phone is based at the L4 reception (available 24hrs), can be used to contact emergency services if unable to get mobile phone signal. At the time of inspection a full mobile phone signal was available and checked on 2 separate phones.

Three overnight staff currently in place, this would be reviewed dependant on customers using the hotel specifically those who can't self evacuate.

Article 17 - Maintenance

SAFETY CRITICAL
Safety Evaluation
Broadly Compliant

Observations

Fire safety facilities and equipment were seen in good working order. With one issue to the fire lobby door to the fire fighting shaft at B4 level which had a defective self closer. This has now been repaired.

Article 17
(continued)

After discussion it was agreed that due to the risk critical nature of the fire safety facilities Contingency plans would be put in place, by pre planning with maintenance companies to have critical spares in place. (See article 11).
Issue are written into the Duty managers log or Security managers log.

AFD commissioned by Alarm Communication Limited ACL 04/04/2023, then serviced by ACL on 15/03/2024 (3 monthly service)
EL Completion certificate by TW Partnership 30/03/2023 routine testing records up to date.
FFE Newly Purchased 15/03/2023
Automatic water fire suppression system serviced by Marlow Fire & security group 2/11/2023
Smoke control System commissioned by Proactive Fire solutions Ltd 17/04/2023,
Ductwork system for smoke extract in the stair core has cert of conformity (2hrs rated) by Fire trace ductwork Ltd 7/10/2022
Fire Fighting lift maintenance by KONE on 5/01/2024, 6/02/2024 & 25/03/2024
Dry Falling main inspection by M&P Fire protection Ltd 19/04/2022
Fire Curtains serviced by HAG on 9/04/2024

Article 21 - Training

SAFETY CRITICAL
Safety Evaluation
Broadly Compliant

Observations

Initial training regarding evacuation strategies is in place and logged. Ongoing 6 monthly refresher training is to be undertaken by the fire marshals using Train the Trainer.
Currently operating with 4-5 on site Fire Marshals & one security fire marshal.

Article 8 - General fire precautions

Safety Evaluation
Broadly Compliant

Observations

No issues identified at the time of inspection

Article 10 - Principles of prevention to be applied

Safety Evaluation
Broadly Compliant

Observations

No issues identified at the time of inspection

Article 12 - Elimination or reduction of risks from dangerous substances

Safety Evaluation
Not Applicable

Observations

None

Article 13 - Fire Fighting Equipment

Safety Evaluation
Not Applicable

Observations

None

Article 16 - Measures for dealing with dangerous substances affecting general fire precautions

Safety Evaluation	Observations
Not Applicable	None

Article 18 - Safety assistance

Safety Evaluation	Observations
Broadly Compliant	Competent persons appointed to assist in undertaking preventative and protective measures.
	No issues identified.

Article 19 - Provision of information to employees

Safety Evaluation	Observations
Not Applicable	None

Article 20 - Provision of information to employers and the self employed from outside undertakings

Safety Evaluation	Observations
Not Applicable	None

Article 22 - Co-operation and co-ordination

Safety Evaluation	Observations
Broadly Compliant	Good communications with the St Giles Hotel who are the property landlords. No issues identified under this audit.

Article 23 - General duties of employees at work

Safety Evaluation	Observations
Not Applicable	None

Article 37 - Fire fighters switches for luminous tube signs

Safety Evaluation	Observations
Not Applicable	None

Article 38 - Maintenance of measures provided for protection of fire fighters

Safety Evaluation	Observations
Broadly Compliant	Facilities for protection of Fire-fighters were seen to be available and in good order. Fire Fighters lift , Dry falling main, Fire fighting shaft & smoke control system were seen with commissioning /certificates of conformity available. As these are newly installed systems there is no servicing record as yet.

Article 38

(continued)

Ductwork system for smoke extract in the stair core, certificate of conformity 2hr rated dated 7/10/2022 by Fire trace ductwork Ltd
 Smoke control system commissioning certificate 17/04/2023 by Proactive fire solutions Ltd
 Fire Fighting lift maintenance by KONE on 5/01/2024, 6/02/2024 & 25/03/2024
 Dry Falling main inspection by M&P Fire protection Ltd 19/04/2022
 Fire Curtains serviced by HAG on 9/04/2024

Secure information Box was seen to contain appropriate plans and risk information for attending fire crews. It was advised that a second set of plans be added to accommodate a likely dual command approach from ground level & with a basement bridgehead.

Note: the electronic heat pump boiler plant area is not covered by the mechanical smoke extraction systems. But has natural ventilation which is acceptable.

Article 24 - Power to make regulations

Safety Evaluation	Observations
Not Applicable	None

Article 27 - Powers of inspectors

Safety Evaluation	Observations
Not Applicable	None

Article 29 - Current alterations notices

Safety Evaluation	Observations
Not Applicable	None

Article 30 - Current enforcement notices

Safety Evaluation	Observations
Not Applicable	None

Article 31 - Current prohibition notices

Safety Evaluation	Observations
Not Applicable	None

Article 32 - Offences

Safety Evaluation	Observations
Not Applicable	None

Overall safety standard

Broadly Compliant

Management compliance level

Management Compliance Level	1 - Well above average
Initial Expectation	Verbal action
Considered EMM?	Yes
Confirmed Action	Verbal action

Audit Conclusion

Date audit carried out

09/04/2024

Time of audit

11:00

Reason for audit;

Demand led Inspection 10.20, due to concerns over a potential breach of planning control & poor management.

Conclusion

Audit following concerns of a possible breach of planning. Protected route was clear, available and well signed. A new L1 fire alarm system supports the simultaneous evacuation strategy. Mechanical smoke control systems cover the basement with a smoke modelling report by CFD Engineering. Only one fire fighting shaft is in place with 2 additional protected stairwells. Although not ideal, the concerns and recommendations from our fire engineering team were ignored at planning. The construction was passed, with a building control completion certificate dated 17/05/2023.

Management was good, only needing to amend contingency plans in order to have critical spares available to ensure prompt maintenance of risk critical facilities.

Due to the large size and complexity of the premises a station notification has been sent and the RP has been informed that they will receive an Alterations notice. Three inspections were made with the second visit to confirm the location and working order of the smoke control covering the B4 & B5 corridors. During the final inspection the charging system for evacuation chairs was checked with the recommendation for a spare battery. Bedroom emergency lighting was also checked with a recommendation to consider an alarm linked ambient lighting system.

Management was seen to be of a good standard but an Alterations notice will be issued due to complexity and risk with fire engineered solutions.

Extent of premises audited

Audits covered the primary fire fighting shaft for this basement level 4 & 5 hotel. The two additional escape stairs were checked including the level 4&5 common corridors. Three vacant rooms were sampled including the reception area. The back of house service ramp was inspected up to ground floor exit, including integrated plant rooms and ventilation outlets at street level.

Other premises on this site The St Giles Hotel and the Central YMCA were not inspected.

Justification of audit outcome

Inspections were carried out with [REDACTED] (head of security), Fire engineer [REDACTED] and IO [REDACTED] in attendance on 19/06/2023. A follow up was carried out with [REDACTED] [REDACTED] (Director of engineering), Fire engineer [REDACTED] and Fire engineer [REDACTED] in attendance. On the 9/04/2024 a third inspection was carried out with [REDACTED] [REDACTED] [REDACTED] (hotel General manager), [REDACTED] IO [REDACTED] & IO [REDACTED] in attendance.

It was concluded that the premises is broadly compliant and safe for occupants. [REDACTED] [REDACTED] & [REDACTED] were informed that an Alterations notice will be issued due to premises complexity and risk with fire engineered solutions.

Verbal Advice Given

None given

Other Authorities to notify

London Borough of Camden

Weeks to Complete Work

N/A

Specific instructions for Admin to Action

Alterations notice has already been sent.

Compliance calculation & signature

Compliance Level	1 - Well above average
Property Risk Group	A - Sleeping Unfamiliar
Life Risk	-19
Actual Risk Score	3.61
Risk Score	3.50

Audit Timings**Audit Duration**

420

Travel Time

180

Post Audit Processing Duration

1440

Potential Ops Risks**Identified Potential Issues**

Sprinklers/riser/fixed installation present

Complex fire safety systems

Premises Information Box installed

Additional Information

Large complex sub basement premises Level -4 & -5