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## Fire Risk Assessment Report

Oxford Place Centre  
Oxford Place  
Leeds  
LS1 3AX

Risk assessment conducted by  
John Timperley MIFireE on 30th Mar 2017



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# This is your Fire Risk Assessment

It is a legal document, and is to be available for inspection by an inspecting officer from the enforcing authority.

The satisfactory completion of all items contained in this report will ensure:

- An acceptable level of safety for all relevant persons from fire.
- The building(s) comply with current fire safety legislation.
- Suitable fire safety management procedures are in place.

## Revision of this Risk Assessment

**It is a statutory requirement for the Responsible Person/Duty Holder to ensure that this risk assessment is reviewed regularly so as to keep it up to date.**

Particularly if:

- There is reason to suspect it is no longer valid.
- There has been a significant change in the matters to which this assessment relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions or conversions.
- Following a near miss (after a fire or where evidence suggests that a fire could have occurred).

It is recommended that the fire precautionary arrangements contained within this assessment are checked annually and that all fire related equipment and fittings are regularly maintained and serviced in accordance with manufacturers and British Standard recommendations.

**In any event it is recommended that a full review should be carried out *annually*.**

The next review should be conducted in March 2018.



# Scope of Assessment and Methodology

This document has been prepared in consequence of a Fire Risk Assessment carried out in compliance with the impending **Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006**. Information for the completion of this assessment has been obtained by physical inspection of the building and examination of documentary evidence.

## Executive Summary

This Executive Summary highlights the major concerns of the assessor and numbers the problems that have been identified by this fire risk assessment. A **Risk Rating** has been awarded, based on the risks identified within the building and the possible harm to occupants.

## The Responsible Person/Duty Holder

Provides details of the 'Responsible Person/Duty Holder' required by the **Regulatory Reform (Fire Safety) Order 2006, and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006**. A brief description of the building, its use and persons who are at risk are required and detailed in this section.

## Significant Findings and Action Plan

Provides a summary of all requirements that need to be satisfied in order to comply with legislation. The items that were found to contravene the regulations are detailed in the relevant parts of this report.

This Fire Risk Action Plan provides management and inspecting officers from enforcing authorities with information on the current progress of compliance to fire safety legislation.

*The risk assessment terms "Suitable and Sufficient" and "Significant Findings" are not defined in any legislation therefore the adequacy of the risk assessment is a subjective judgement. There is therefore no correct or incorrect method of carrying out the risk assessment and recording the "Significant Findings". There are many approaches that can lead to a "Suitable and Sufficient" documented fire risk assessment.*

## Management of Fire Safety

Management of fire safety is a crucial element within the legislation; it ensures the safety of all persons who are likely to be affected by a fire within the building. A fire safety strategy including policies, emergency plans, maintenance, training and records of all fire related issues must be to the required standard. Where deficiencies are discovered the actions to be taken to satisfy legislation are detailed.

## Fire Hazards and Hazardous Substances

Fire hazards and hazardous substances are considered to be potential risks that must be eliminated or reduced. The recommended control measures which are also requirements are detailed.

## General Fire Precautionary Arrangements

General fire precautionary arrangements that are required by legislation, such as fire alarms, fire suppression systems, emergency lighting, safety signs and fire containment must comply with required standards. All of these items have been assessed; where non compliance exists the actions to be taken are detailed.

# Executive Summary

This Executive Summary highlights the major concerns of the assessor and number of problems that have been identified by this fire risk assessment. It is **NOT** the complete list of deficiencies or hazards discovered. However, the full details of all items that need to be addressed to comply with fire safety legislation are contained within the relevant sections of this report. A risk rating has been awarded, based on the risks identified within and or around the building and the likely harm to occupants.

## Major Concerns

Major Concerns are those matters which are identified and already prioritised within the report, but in the opinion of the assessor are considered to warrant serious urgent attention by management. During this assessment **4** Major Concern(s) were identified.

## Priority 1 Matters

Priority 1 matters are serious breaches of the Regulations that require immediate attention over the course of the next month. During this assessment **17** Priority 1 matters were identified.

## Priority 2 Matters

Priority 2 matters are breaches of the Regulations that should be completed over the course of the next 3-6 months. During this assessment **17** Priority 2 matters were identified.

**The above timescales are recommendations, however, risks should be removed as soon as possible.**

# Risk Rating

## MEDIUM and EXTREME

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) is: **MEDIUM** The building incorporates a number of hazards that must be reduced.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would cause: **EXTREME HARM** - Significant potential for serious injury or death of one or more occupants.

Accordingly it is considered that the risk of fire in relation to this building at this time is: **SUBSTANTIAL** - Urgent action to be taken by management to reduce the risk.

0 Are there any additional comments/information or remarks concerning this assessment? **YES**

**The building has two protected staircases, however, the escape from third floor is only available via one staircase which is the main front staircase. The fire protection to this front main staircase should therefore be two door protection (lobby protection) which would be the case if the corridors at ground and second floors were not being used as rooms. All fire resisting doors require fitting with smoke seals (priority being given to all doors onto the front main stairs). Electronic locks are fitted to a number of final exit doors, these do not open on activation of the fire alarm system. See relevant sections of this fire risk assessment.**

# Part 1. Assessment Overview

## Section 1. The Responsible Person/Duty Holder

The management of fire safety rests with the 'Responsible Person/Duty Holder' as defined by the **Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006**. which states that the 'Responsible Person/Duty Holder' must make and give effect to such arrangements as are appropriate, having regard to the size of their undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventative and protective measures, in order to ensure the premises and relevant persons are safe from fire.

- 1 The 'Responsible Person/Duty Holder' for these premises is **Trevor Parker**

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- 2 The 'Responsible person/Duty Holder' (above) is the **person who has control of the premises**

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- 3 Name of the Building Fire Safety Manager is **the 'Responsible Person/Duty Holder' named above.**

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## Section 2. Persons at Risk

The persons at risk are the 'Relevant Persons' as described within the **Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006 and the associated Fire Safety (Scotland) Regulations 2006**. The 'Relevant Persons' are any person who is or may be lawfully on the premises and persons within the immediate vicinity of the premises. Where the word Building/premise is referred to in this report it is that part which is being assessed.

- 4 Total number of employees who will be in the building at any one time is? **5**

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- 5 Total number of persons, ( residents, visitors, contractors) that may be in the building at any one time are **355**

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- 6 The total number of person employed on the premises under the age of 18? **0**

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- 7 Are there any persons within the building or vicinity which were identified during this assessment, considered to be especially at risk, e.g. contractors? **YES**

Persons identified to be at risk were; **Contractors**  
**Persons who work in remote areas**  
**Visitors**

## Section 3. History of Fire Incidents

- 8 Is there a history of fire related incidents in this building? **NO**

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## Section 4. Description of Building and Facilities

9 The client occupies the whole or part of the building? **Whole**

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10 The main use of the building is **Office, Meeting rooms.**

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11 The building is **Part of a complex.**

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12 Estimated size that the clients occupies **5000---10000 square feet.**

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13 The building has **Multi-Occupancy.**

*In multi-occupied buildings the **Regulatory Reform (Fire Safety) Order 2005, and the Fire (Scotland) Act 2006** requires the 'Responsible Person/ Duty Holder' to co-operate and liaise with other 'Responsible Persons/Duty Holder' within the building whether on a permanent or temporary basis to ensure the safety of all relevant persons.*

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14 If Multi occupancy....Does cooperation exist between all responsible persons? **YES**

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15 The number of floors above and including access level is **4**

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16 The number of basement floors is **2**

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17 The type of construction of the building is **Traditional**

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18 External walls are constructed of **Brick, Stone**

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19 Internal walls are constructed of **Brick, Studding**

---

20 The floors are constructed of **Timber, Concrete**

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21 The roof is constructed of **Pitched tile/slate**

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22 Number of protected staircases **2**

---

23 Number of external fire escape staircases **NONE**

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24 Number of emergency exits including main entrance is **4**

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25 The total number of lifts installed **1**

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26 Number of fireman / evacuation lifts **NONE**

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27 Is a smoke and heat exhaust ventilation system provided? **NO**

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28 Is a smoke control pressurisation system provided? **NO**

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29 The building has the following services **Mains Gas, Electricity**

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30 The building has the following boiler type **Gas**

---

31 Heating of the building is provided by **Hot water radiators, Electric heaters**

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32 Are there any Sources of Ignition that are potential fire hazards? **YES**

**Electrical system**

**Gas installation**

**Electrical office equipment**

**Electrical kitchen appliances**

**TV's**

**Sound /Lighting Equipment**

**Computers**

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33 Are there any additional Oxygen Sources that are potential fire hazards? **NO**

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34 Are there any Combustible Fuels that are potential fire hazards? **YES**

**Packaging**

**Stationery**

**Plastic Items/containers**

**Upholstered furniture**

**Wooden furniture**

**Waste paper bins**

**Displays**

**Floor covering**

**Paper & Books**

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35 Are there any additional comments regarding Fire Hazards? **NO**

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## Section 5. Sub-buildings

Sub-buildings (if any) that form part of this assessment are summarised below:

The control measures required to rectify any deficiencies discovered within these areas will be highlighted in the main body of the report.

36 Are there any sub buildings included in this report? **NO**

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## Part 2. Significant Findings and Action plan

This section provides a summary of all fire safety arrangements that are required to satisfy current fire safety legislation. Items that were found to contravene the regulations are highlighted with a priority status. Additionally Major Concerns that were highlighted are those matters which are identified and already prioritised within the report, but in the opinion of the assessor are considered to warrant **serious urgent attention** by management. These are indicated in the 'Major' column. Where a contravention is found the actions to be taken to satisfy legislation are detailed within the relevant Part of this report.

This Fire Risk Action Plan provides management with the facility to plan and allocate the recommendations made in this assessment. It also provides inspecting officers from enforcing authorities with information on the current progress of compliance to fire safety legislation.

**THE POINTS LISTED BELOW ARE ONLY A SUMMARY**

**PLEASE GO TO THE REVELANT SECTION TO GET A FULL EXPLANATION**

Major Requirement	Priority	Completed
When each action has been completed and signed off please tick the relevant box here.		<input checked="" type="checkbox"/>
<b>Fire Safety Policy and Emergency Plan</b>		
- A suitable Fire Safety Policy has NOT been produced.	2	<input type="checkbox"/>
- A written 'Emergency Plan' has NOT been produced.	2	<input type="checkbox"/>
<b>Procedures for Serious and Imminent Danger</b>		
- Fire evacuation and safety drills are NOT being conducted on a regular basis	1	<input type="checkbox"/>
- Sufficient persons have NOT been nominated to ensure a safe evacuation of the building.	2	<input type="checkbox"/>
- Suitable evacuation procedures are NOT in place for persons with a physical disability.	1	<input type="checkbox"/>
- Regular fire safety checks are NOT being carried out and recorded	2	<input type="checkbox"/>
<b>Information and Training of Employees</b>		
- Fire safety instruction/training is NOT being given to employees on a regular basis by a competent person and recorded.	1	<input type="checkbox"/>
- Sufficient persons have NOT been trained to a competent standard to conduct a fire evacuation.	1	<input type="checkbox"/>
- Employees are NOT being given fire safety training at commencement of their employment.	1	<input type="checkbox"/>
- Suitable arrangements are NOT in place to provide visitors/ contractors from outside undertakings with comprehensible fire safety information.	1	<input type="checkbox"/>
<b>Maintenance of Equipment and Records</b>		
- NOT all fire related equipment has been maintained/tested and recorded.	1	<input type="checkbox"/>
- Suitable and comprehensible records of all fire safety training undertaken by employees are NOT being maintained.	2	<input type="checkbox"/>
- Suitable records of fire evacuation drills are NOT being maintained.	2	<input type="checkbox"/>
<b>Electrical</b>		
- The main electrical system has NOT been tested by a competent person?	2	<input type="checkbox"/>
- Portable electrical appliances are NOT subject to a system of routine inspection (PAT Testing).	2	<input type="checkbox"/>
<b>Housekeeping</b>		

- The general housekeeping in some areas (including high risk) was found to be unsatisfactory.	1	<input type="checkbox"/>
<b>Waste Management</b>		
- During the assessment it was noted that management of combustible waste material is unsatisfactory and requires improvement.	1	<input type="checkbox"/>
<b>Gas Systems and Appliances</b>		
- Gas/ heating installations are NOT being maintained by a competent person on a regular basis.	2	<input type="checkbox"/>
<b>Fire Extinguishers</b>		
- All extinguishers were NOT either fixed to the wall or on appropriate extinguisher stands or were incorrectly sited.	2	<input type="checkbox"/>
- It was noted that portable fire extinguishers were NOT indicated with suitable signage.	2	<input type="checkbox"/>
<b>Detection and Warning Systems</b>		
- The level and type of detection was found NOT to be satisfactory.	1	<input type="checkbox"/>
- The level of audibility of the fire warning system has NOT been checked and recorded.	1	<input type="checkbox"/>
- Electromagnetic door locks were NOT fitted to the alarm system.	1	<input type="checkbox"/>
<b>Exit and Travel Distances</b>		
⚠ Travel distances were NOT considered to be satisfactory.	1	<input type="checkbox"/>
- The building is NOT free of inner room situations.	1	<input type="checkbox"/>
⚠ It was noted during the assessment that there is a 'Dead End' situation/s	1	<input type="checkbox"/>
<b>Emergency Lighting</b>		
- Emergency escape lighting is NOT sufficient for persons to see there way out of the building in an emergency.	1	<input type="checkbox"/>
<b>Fire Resisting Doors</b>		
- It was noted that Fire Resisting Doors that form part of emergency routes and high risk areas were Not to the required standard.	2	<input type="checkbox"/>
⚠ Intumescent strips and smoke seals were NOT provided to all fire resisting doors	2	<input type="checkbox"/>
- It was noted that additional self closers are required.	2	<input type="checkbox"/>
- All self closers were NOT in a satisfactory state of repair.	2	<input type="checkbox"/>
⚠ During the assessment it was noted that a number of fire resisting doors are wedged open.	1	<input type="checkbox"/>
<b>Containment and Separation</b>		
- Partition walls, glazing and ceilings that form part of emergency routes do NOT provide the required standard of fire resistance.	2	<input type="checkbox"/>
- During the survey breaches of fire containment and separation were found.	2	<input type="checkbox"/>

## Part 3. Management of Fire Safety

### Section 6. Fire Safety Policy and Emergency Plan

*This section details deficiencies in the effective planning, organisation, control, and monitoring of the preventative and protective measures that are required to ensure the premises and relevant persons are safe from fire.*

37 Has a suitable Fire Safety Policy been produced and is it being reviewed on a regular basis? **NO**

A suitable Fire Safety Policy has NOT been produced. A Fire Safety Policy provides direction and clear guidelines on all fire safety issues for an organisation to follow, demonstrating a commitment to the safety and welfare of staff and ensuring compliance with Fire Safety and Health and Safety Regulations.

*It is recommended that a Fire Safety Policy is devised, written and made available to staff and Inspecting Officers from enforcing authorities. The Policy should set objectives that can be monitored to ensure compliance with regulations. The Policy must be reviewed on a regular basis.*

**i This is a priority two problem that requires attention over the course of the next 3-6 months.**

DATE:	PRINT NAME:	SIGN:
When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.		

38 Has an emergency plan been formulated and reviewed on a regular basis? **NO**

**A written 'Emergency Plan' has NOT been produced. The Emergency Plan ensures that 'relevant persons' know what to do in the event of an emergency. This will include where necessary individuals with personal emergency evacuation plans (PEEPS)**

*It is recommended that an Emergency Plan is produced and reviewed on a regular basis. The plan must incorporate the findings of the 'fire risk assessment' and form the basis of the fire safety training of staff.*

**i This is a priority two problem that requires attention over the course of the next 3-6 months.**

DATE:	PRINT NAME:	SIGN:
When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.		

### Section 7. Procedures for Serious and Imminent Danger

**The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006. requires the 'Responsible Person/Duty Holder' to establish and give effect to appropriate safety drills in the event of serious and imminent danger to relevant persons and to nominate sufficient numbers of competent person to implement those procedures.**

39 Are fire evacuation and safety drills conducted on a regular basis? **NO**

**During the assessment it was noted that fire drills are not being conducted on a regular basis. This is a contravention of fire safety legislation.**

*A fire drill comprising of a full evacuation of the premises is to be conducted by a competent person at intervals not exceeding 6 months. The results of the drill and any problems encountered must be recorded in a Fire Safety Log Book. The Log Book will be required for examination during an inspection by the Fire Authority.*

**i This is a priority one problem that requires immediate corrective action.**

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

40 Are sufficient persons nominated to ensure a safe evacuation of the building ? **NO**

**There are insufficient persons nominated and trained to implement evacuation procedures to ensure the safe evacuation of all relevant persons from the building, to a place of safety.**

*Sufficient persons must be nominated and trained to a competent standard to initiate evacuation procedures to ensure complete and safe evacuation from the building of all persons. The names of nominated persons and dates of training are to be recorded in a Fire Safety Log Book.*

**i This is a priority two problem that requires attention over the course of the next 3-6 months.**

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

41 Are there procedures in place for the safe evacuation of persons with a physical or sensory disability? **NO**

**It was noted that suitable evacuation procedures for persons with a physical or sensory disability are not in place. In order to assess their personal needs all relevant persons will have a PEEP prepared by in house management**

*It is recommended that management devise and initiate procedures as soon as possible for the safe evacuation of persons with sensory and physical disabilities.*

**i This is a priority one problem that requires immediate corrective action.**

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

42 Are safe Assembly points established? **YES**

43 Are there procedures in place for the safe isolation of machinery during evacuation? **N/A**

44 Are suitable arrangements in place for summoning the emergency services? **YES**

45 Are regular fire safety checks being carried out and recorded? **NO**

**Suitable fire safety checks are not being conducted on a regular basis.**

*Fire exits and fire related equipment must be checked on a regular basis to ensure that they are freely available and unobstructed to ensure the safe evacuation of occupants within the building. ( See Managers Checklist). Fire Safety checks are to be recorded in the Fire Safety Log Book.*

**ⓘ This is a priority two problem that requires attention over the course of the next 3-6 months.**

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

## Section 8. Information and Training of Employees

The **Regulatory Reform (Fire Safety) Order 2005** and the **Fire (Scotland) Act 2005** and the associated **Fire Safety (Scotland) Regulations 2006** require the 'Responsible Person/Duty Holder' to provide adequate safety information to the employees and employers of outside undertakings. And provide employees with information and adequate safety training.

46 Is fire safety instruction/training been given to employees on a regular basis by a competent person? **NO**

**It was noted that employees are NOT receiving fire safety instruction on a regular basis**

*It is recommended that fire safety instruction is given to all employees by a competent person at least annually, and details of the instruction and the name of the competent person are to be recorded in the Fire Safety Log Book.*

- The following topics, where appropriate, should be covered.
- Action on discovering a fire
- How to raise the alarm
- Action to be taken on hearing the alarm
- Procedures for informing the public including where appropriate, directing them to an exit.
- The evacuation procedure from the premises to an assembly point at a place of safety.
- Location and use of fire fighting equipment
- Location of escape routes
- How to open escape doors
- Importance of fire doors
- Good housekeeping
- Results of the most recent Fire Risk Assessment

**INSTRUCTION/TRAINING CAN BE RECEIVED VIA OUR FREE ON LINE TRAINING FACILITY**

**i This is a priority one problem that requires immediate corrective action.**

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

47 Have sufficient persons been trained to a competent standard (where Fire Wardens are not required) to conduct the fire evacuation procedures? **NO**

**There are insufficient numbers of competent persons to initiate and conduct a safe evacuation of all relevant persons from the building in the event of the fire alarm actuating.**

*It is recommended that Management provide a sufficient number of persons who are nominated and trained to a competent standard to safely conduct evacuation procedures.*

**i This is a priority one problem that requires immediate corrective action.**

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

48 Are employees given fire safety training at commencement of employment? **NO**

**Employees are not being given fire safety instruction by a competent person at the commencement of employment.**

*Employees must be aware of the fire safety arrangements, procedures, emergency exit routes and assembly points at the commencement of their employment. The details of the instruction and the name of the person giving the training are to be recorded in the Fire Safety Log Book.*

**i This is a priority one problem that requires immediate corrective action.**

DATE:	PRINT NAME:	SIGN:
When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.		

49 Are employees given training on hazardous work processes? **N/A**

50 Are suitable arrangements in place to provide visitors/ contractors from outside undertakings with clear fire safety information? **NO**

**Suitable arrangements are not in place to provide employers of outside undertakings with comprehensible and relevant fire safety information.**

*It is recommended that suitable arrangements are made to provide employers of outside undertakings with comprehensible and relevant fire safety information.*

The information must include-

- Risks identified in the risk assessment to those employees.
- The preventative and protective measures.
- The procedures to be followed in the event of serious and imminent danger.
- The action to be taken in the event of the fire alarm sounding.

**i This is a priority one problem that requires immediate corrective action.**

DATE:	PRINT NAME:	SIGN:
When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.		

51 Are Fire Wardens (where required) established and trained on a regular basis? **N/A**

52 If required are there sufficient fire wardens for the size and type of premise? **N/A**

53 Are there any additional comments regarding Information and Training of Employees? **NO**

## Section 9. Maintenance of Equipment and Records

The **Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006**. requires the 'Responsible Person/Duty Holder' to ensure that the premises and any facilities, equipment and devices provided to safe guard the safety of relevant persons are subject to a suitable system of routine maintenance and are maintained in an efficient state, in working order and in good repair.

- 54 Is all fire related equipment subject to a system of routine maintenance/ testing and recorded in the Fire Safety Log Book? **NO**

**A suitable system of routine maintenance and testing of the general fire safety arrangements, devices and facilities was found not to be in place.**

The following items require a system of routine maintenance / testing and recording:

**Emergency lighting system (monthly test)**  
**Fire exit doors and their opening devices**  
**Fire resisting doors and their closing devices**  
**Fire extinguishers (weekly/Monthly visual check,yearly service)**

**The records should be made available for inspecting officers from an enforcing authority during an inspection.**

**ⓘ This is a priority one problem that requires immediate corrective action.**

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

- 55 Are records being maintained of all fire safety training ? **NO**

Suitable and comprehensible records of all fire safety training undertaken by employees are not being maintained.

It is recommended that the results of all fire safety training and instruction undertaken by employees are recorded in a comprehensive manner in a Fire Safety Log Book. The records are to be available for inspection by an inspecting officer from the enforcing authority. The type of details to be recorded are listed below:

- Date of instruction or drill
- Nature of instruction or drill
- Duration
- Name of person giving the instruction
- Names of persons receiving the instruction

**ⓘ This is a priority two problem that requires attention over the course of the next 3-6 months.**

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

56 Are records being maintained of fire evacuation drills? **NO**

**Suitable records of fire evacuation drills are not being maintained.**

**It is a requirement to conduct a fire drill at least twice a year. The results of the drill and any problems encountered must be recorded in a Fire Safety Log Book. This will be required for examination during an inspection by the Fire Authority.**

**ⓘ This is a priority two problem that requires attention over the course of the next 3-6 months.**

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

# Part 4. Fire Hazards and Dangerous Substances

## Section 10. Fire Hazards

The **Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire safety (Scotland) Regulations 2006.** requires the 'Responsible Person/Duty Holder' to make general fire precautions to reduce the risk of fire and the risk of fire spread on the premises. There are 3 elements required for a fire to occur **Oxygen, fuel** and a source of **ignition**. This section highlights probable ignition sources and available fuels discovered during the assessment that must be eliminated or reduced.

### 1. Electrical

57 Has the main electrical system been tested by a competent person? **NO**

**The electrical installation is not subject to a system of routine maintenance by a competent person. The system therefore presents a potential fire hazard.**

*It is recommended the electrical installation is inspected every 5 years and kept in a state of good repair by a competent Electrical Engineer in accordance with the IEE Regulations*

**ⓘ This is a priority two problem that requires attention over the course of the next 3-6 months.**

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

58 Are electrical light fittings clear from all combustible material? **YES**

59 Is portable electrical equipment subject to a system of routine testing (PAT Testing) ? **NO**

**Portable electrical appliances are not subject to a system of routine inspection; this presents a potential fire hazard.**

*It is recommended that all portable electrical appliances are inspected and tested by a competent person on a regular basis, in accordance with Electricity at Work Regulations and BS 7671*

**ⓘ This is a priority two problem that requires attention over the course of the next 3-6 months.**

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

60 Are electrical cables and sockets (one plug one socket rule) in a good condition without signs of visible defects ? **YES**

61 Are suitable arrangements in place to prevent the ignition of flammable liquids, gases or dusts from electrostatic discharge? **N/A**

### 2. Kitchen Equipment

62 Is the building provided with cooking facilities on a commercial basis (Which include cooker hoods, deep fat fryers etc.)? **YES**

---

63 Is kitchen equipment such as ovens and deep fat fryers subject to a system of routine cleaning and maintenance? **YES**

---

64 Are emergency cut off switches/valves/cocks (where provided), free from obstruction suitably located and clearly indicated? **N/A**

---

65 Are cooker hoods, extractors and ducting subject to a system of routine cleaning and maintenance? **YES**

---

### **3. Hot Work Processes**

66 At the time of this inspection, the above section did not apply or was found to be completely satisfactory.

### **4. Naked Flame**

67 At the time of this inspection, the above section did not apply or was found to be completely satisfactory.

### **5. Mechanical Machinery**

68 Is there any mechanical machinery on site? **YES**

---

69 Is mechanical machinery maintained on a regular basis? **YES**

---

### **6. Housekeeping**

70 Is housekeeping well managed including high risk areas? **NO**

**The general housekeeping in some areas (including high risk) was found to be unsatisfactory. Poor housekeeping presents a potential fire hazard and the risk of rapid fire development.**

*It is recommended that combustible items are removed in the areas detailed below to reduce the hazard and the risk of fire. Staff should be made aware during fire safety training sessions.*

**Basement boiler room.**



**i This is a priority one problem that requires immediate corrective action.**

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

## 7. Waste Management

71 Is there a satisfactory system of waste management? **NO**

**During the assessment it was noted that management of combustible waste material is unsatisfactory and requires improvement.**

*It is recommended that the combustible waste material is cleared from the following locations immediately and procedures are initiated to routinely collect all combustible waste from the workplace and transfer it to a safe storage area prior to collection:*

**Basement boiler room.**



**i This is a priority one problem that requires immediate corrective action.**

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

## 8. Arson / Wilful fire-raising

72 Are suitable arrangements in place to minimise the risk of arson/wilful fire raising? **YES**

## 9. Smoking Activities

73 Is a Smoking Policy in force? **YES**

74 Is there evidence of illicit smoking? **NO**

## 10. Furniture & Furnishings

75 Are furniture coverings in a good state of repair? **YES**

76 Are curtains and drapes in circulation areas in compliance with the flammability requirements? **N/A**

## Section 11. Dangerous Substances

The **Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006**, requires the 'Responsible Person/Duty Holder to safeguard the safety of relevant persons arising from an incident relating to dangerous substances in or on the premises. The items detailed below provide assistance in meeting these requirements.

Note: A Dangerous Substance is any substance or preparation which meets the criteria in the Approved Classification and Labelling Guide (CHIP) or any substance that is explosive, oxidising, extremely flammable, highly flammable or flammable, (combustible dusts are also included). The safe handling and storage of dangerous substances must be in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

### 11. Highly Flammable Liquids

77 At the time of this inspection, the above section did not apply or was found to be completely satisfactory.

### 12. Gas Systems and Appliances

78 Is there a natural gas installation? **YES**

79 Are gas systems and appliances maintained by a competent person on a regular basis? **NO**

*During the assessment it was noted that the gas systems and appliances are not being maintained. It is recommended that the gas systems and appliances are subject to a system of routine maintenance and inspected by a competent person (Gas Safety Regulations 1994). The results of inspections and repairs should be recorded in the fire safety log book.*

**i This is a priority two problem that requires attention over the course of the next 3-6 months.**

DATE:	PRINT NAME:	SIGN:
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

80 Is the mains gas intake housed in a suitable compartment with adequate ventilation and free from all ignition sources? **YES**

81 Are gas emergency shut off controls readily accessible and unlikely to be impeded? **YES**

---

### **13. Highly Flammable Gases**

82 At the time of this inspection, the above section did not apply or was found to be completely satisfactory.

### **14. Combustible Dust**

83 At the time of this inspection, the above section did not apply or was found to be completely satisfactory.

# Part 5. General Fire Precautions

## Section 12. Firefighting Equipment

*The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006. requires that appropriate fire fighting equipment is provided, is easily accessible, simple to use and indicated by appropriate signs.*

### 15. Fire Extinguishers

84 Are the correct types and numbers of extinguisher/Fire Blankets in place to deal with the most likely source of ignition, including equipment that deals with multi fuel fires (that may involve electrical equipment)? **YES**

85 Are there any Fire extinguishers which are undefined (Non compliant) or not warranted to be removed? **NO**

86 Are all extinguishers fixed to the wall or on appropriate extinguisher stands and are correctly sited? **NO**

**A number of extinguishers were found to be free standing and could be moved out of position. Anyone wishing to use an extinguisher in an emergency may not be able to easily locate one.**

*The following extinguishers are to be correctly sited, hung on an appropriate bracket that is firmly fixed to the wall, with the top of the extinguisher approximately 1 metre from floor level, or placed on a purpose built extinguisher stand:*

**Co2 basement boiler room.**



**i This is a priority two problem that requires attention over the course of the next 3-6 months.**

DATE:	PRINT NAME:	SIGN:
When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.		

87 Are extinguishers accessible and free from obstruction? **YES**

88 Are all extinguishers provided with the appropriate safety signage? **NO**

**It was noted that portable fire extinguishers are not all indicated with suitable signs.**

*It is recommended that suitable signs conforming to the Health and Safety (Safety Signs and Signals) Regulations 1996 are to be clearly displayed above all extinguishers in the locations listed. The signs should indicate the type of the extinguisher and the classes of fire for which the appliance can be used.*

**Co2 basement boiler room.**

**ⓘ This is a priority two problem that requires attention over the course of the next 3-6 months.**

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

89 Are there any additional comments regarding Fire Fighting Equipment? **NO**

## 16. Fire Suppression

90 At the time of this inspection, the above section did not apply or was found to be completely satisfactory.

## 17. Sprinkler System

91 At the time of this inspection, the above section did not apply or was found to be completely satisfactory.

## Section 13. Fire Detection and Warning

*The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006. requires that the premises are equipped with appropriate fire detectors and alarms in order to safeguard the safety of relevant persons within the premises.*

## 18. Detection and Warning Systems

92 Is the fire alarm/detection system appropriate for this type of building? **YES**

93 Is the level and type of detection and warning satisfactory in all parts of the building? **NO**

The level and type of detection was found to be unsatisfactory for the size and use of the premises.

*It is recommended that the level and type of detectors and or warning devices to be installed at the following locations and linked to the existing fire alarm system.*

**Smoke detectors should be installed into the following areas - third floor outside room 2, third floor outside room 3, third floor outside office and third floor over seated area.**

**ⓘ This is a priority one problem that requires immediate corrective action.**

DATE:	PRINT NAME:	SIGN:
When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.		

94 Are automatic hold open devices ( where fitted ) functioning correctly? **N/A**

95 Has the level of audibility of the fire warning system been checked by a competent person throughout the premises and recorded in the log book? **NO**

***An audibility test needs to be carried out by a competent person to assess the level of audibility. Additional warning devices should be installed if the warning signal is not audible throughout the building. The sound pressure level should achieve a minimum of 60dB(A) throughout and 75dB(A) measured at the bed head in rooms in which people sleep..***

**ⓘ This is a priority one problem that requires immediate corrective action.**

DATE:	PRINT NAME:	SIGN:
When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.		

96 If amplified music/sound is played in the licensed premises is there a device installed to mute the music when the fire alarm is activated? **N/A**

97 Are manual call points easily accessible? **YES**

98 Are the fire alarm call points correctly positioned? **YES**

99 Are additional call points required to ensure all persons within the premises are within 30 meters of a fire alarm call point? **NO**

100 Are strobe lights required but not installed? **N/A**

- 101 If electromagnetic door locks are installed are they connected to the fire alarm system and open on its activation or power outage to the building? **NO**

**Where electronically controlled locking systems are provided on escape routes without a simple mechanical override in the direction of escape (e.g. push bar/pad) then they should be fitted with a device that is connected to the fire alarm system that opens the lock on activation of the fire alarm or loss of electrical power to the building. Any additions or changes to the fire alarm system to incorporate such devices must be carried out and commissioned by a competent person.**

**i This is a priority one problem that requires immediate corrective action.**

DATE:	PRINT NAME:	SIGN:
When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.		

- 102 Is the fire alarm panel free from visual and audible fault warning indicators? **YES**

- 103 Are there any additional comments regarding Fire Detection and Warning? **NO**

## Section 14. Emergency Routes and Exits

The **Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006**. requires that suitable and adequate emergency routes and exits are provided, kept clear, maintained, indicated by signs and provided with adequate emergency lighting to ensure relevant persons can evacuate the premises as quickly and safely as possible.

### 19. Exit and Travel Distances

- 104 Do all emergency routes and exits lead to a place of safety? **YES**

- 105 Are the distances for occupants to travel to a place of safety in an emergency for high, normal, and low risk areas in line with the prescribed distances? **NO**

**The distances for occupants to travel to a place of safety in an emergency have been assessed and are considered to be unsatisfactory for the level of risk.**

*The following requirements are to implemented to rectify the situation:*

**Escape from the third floor is being compromised by the use of Oxford chambers ground and second floor corridors as rooms, two door fire protection to the front main stairs is required.**

**▲ This is of major concern!**

**i This is a priority one problem that requires immediate corrective action.**

DATE:	PRINT NAME:	SIGN:
When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.		

106 Is the building free of any inner room situation that require recommendations ? **NO**

An 'inner room' situation is a room where there is escape in only one direction through an 'access room' which places the occupants at risk in the event of a fire.

During the assessment it was noted that an inner room situation exists in the following area-

**Oxford Chambers ground and second floor corridors.**

**ⓘ This is a priority one problem that requires immediate corrective action.**

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

107 Is the building free of any 'Dead End' situations that compromises the escape route? **NO**

It was noted during the assessment that there is a 'Dead End' situation in the following area: A 'Dead End' is an area where there is escape in only one direction, thus presenting a risk to occupants in the event of a fire.

**Escape from the third floor is being compromised by the use of Oxford chambers ground and second floor corridors as rooms, two door fire protection to the front main stairs is required.**

**⚠ This is of major concern!**

**ⓘ This is a priority one problem that requires immediate corrective action.**

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

108 Are there sufficient emergency exits from the building? **YES**

109 Are emergency fire exit doors available at all material times? **YES**

110 Do all emergency exit doors open in the direction of escape? **No But Acceptable**

**Due to the low numbers of persons involved and the circumstances the direction of opening is allowed.**

111 Is the building free of revolving or sliding emergency exit doors? **YES**

112 Are all fire exit doors in a good state of repair? **YES**

113 Are all steps/platform areas around emergency exit doors in a good state of repair? **YES**

---

114 Do all emergency doors have approved emergency fastenings? **YES**

---

115 Are there any other deficiencies with regard to emergency routes and exits? **NO**

---

## 20. Obstructions on Emergency Routes

116 Are all EXTERNAL emergency routes and exits free from obstruction? **YES**

---

117 Are all INTERNAL emergency routes and exits free from obstruction? **YES**

---

## 21. Fire Signs and Notices

118 Are emergency routes adequately indicated by directional exit signs? **YES**

---

119 Are emergency exits adequately indicated by appropriate signs? **YES**

---

120 Are emergency exits adequately indicated on the external side with Fire Exit Keep Clear signs? **YES**

---

121 Are all fire resisting doors clearly indicated with appropriate signs? **YES**

---

122 Are Fire Action Notices clearly displayed at appropriate positions? **YES**

---

123 Are Lift Fire Action Notices clearly displayed adjacent to lifts on all floors? **YES**

---

124 Are all emergency exit operating mechanisms clearly indicated by appropriate signs such as ( Push Bar to Open)? **YES**

---

## 22. Emergency Lighting

125 Is Emergency Lighting Provided (where required) ? **YES**

---

126 Is additional internal Emergency Lighting required ? **YES**

**To enable persons to see their way out of the premises in an emergency, sufficient emergency lighting conforming to British Standard 5266 should be installed within the premises. The lighting units must be capable of maintaining the required level of illumination for a period of at least 1 hour (in practise 3 hours) and cover the minimum areas below:**

It is a requirement that emergency lighting units are positioned in the following areas:

**An emergency lighting survey should be carried out to all escape routes (corridors and staircases) to confirm adequacy of installed emergency lighting. Ladies and Gents toilets main reception area require emergency lighting units.**

*The system is to be tested and maintained in accordance with the above British Standard.*

**ⓘ This is a priority one problem that requires immediate corrective action.**

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
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127 Where required is the exterior of each final exit, fire escape door and pathway lit by Emergency Lighting that activates during a mains failure? **N/A**

128 Are all E/ Lighting units in full working order and free from any obvious defects? **YES**

129 Are there any additional comments regarding Emergency Lighting? **No**

## **23. Fire Resisting Doors**

130 Are any Fire Resisting Doors required? (Additional or otherwise) **NO**

- 131 Do all doors that form part of emergency routes and high risk areas conform to the required standard of resistance ? **NO**

**During the survey it was noted that doors opening onto escape routes and doors in high risk areas did not afford the required standard of fire resistance.**

*The following doors that form part of an escape route should either be replaced or made to provide a minimum of 30 minutes fire resistance and be of the FD30s type: For high risk areas it is recommended that 60 minutes of fire resistance be considered and be of the FD60s type:*

**Oxford chambers basement door adjacent to lift has a hole in the door - repair or replace the door. Door to meeting room 3 in the gallery is ill fitting.**



**i This is a priority two problem that requires attention over the course of the next 3-6 months.**

DATE:	PRINT NAME:	SIGN:
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

- 132 Are intumescent strips and smoke seals (where required) provided to all fire resisting doors? **NO**

**During the survey it was noted that intumescent strips and smoke seals that are essential to prevent toxic smoke at ambient temperature entering escape routes, were found to be missing or in need of repair.**

*It is a requirement that the intumescent strips or smoke seals on the following doors are provided or replaced:*

**All fire resisting doors require smoke seals, priority must be given to the doors on Oxford Chamber staircase.**

**▲ This is of major concern!**

**i This is a priority two problem that requires attention over the course of the next 3-6 months.**

DATE:	PRINT NAME:	SIGN:
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

133 Are additional self closers required? **YES**

It was noted that self closers are required on the following doors.

Rear doors to cafe, first floor office 59b, Oxford place large meeting room, Oxford chamber ground floor office end of corridor, second floor Oxford chamber back office (picture).



**i** This is a priority two problem that requires attention over the course of the next 3-6 months.

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
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134 Are self closers (where fitted) in a satisfactory state of repair? **NO**

Self closing devices that form an essential part of fire resisting doors were found to be missing or defective.

*It is a requirement that the self closing devices of the following fire resisting doors are replaced or repaired:*

The following doors require attention to render them effectively self closing fully into the rebate - door to corridor adjacent basement boiler room, gallery kitchen, ground floor Oxford place large meeting room.

**i** This is a priority two problem that requires attention over the course of the next 3-6 months.

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

135 Are all fire resisting doors kept closed and not wedged open? **NO**

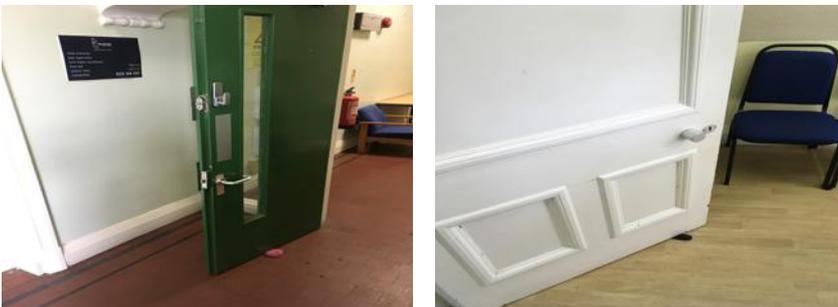
During the assessment it was noted that a number of fire resisting doors are wedged open. When the integrity of a fire door is compromised by wedging or propping the door open, it allows smoke and flame to rapidly spread throughout the building affecting escape routes, trapping occupants and jeopardizing fire service intervention.

*It is a requirement that all wedges are removed from the following fire doors and staff are made aware of the serious consequences of this hazardous practice during fire safety training sessions.*

**Oxford chamber first floor staircase, second floor oxford chambers kitchen door, second floor oxford chambers 3 office doors wedged open.**

**NOTE**

*Where fire doors restrict the movement of occupants within a building, suitable hold open devices that release the door on the actuation of the fire alarm system may be used. However, automatic hold open devices should not be used on doors leading onto protected staircase enclosures.*



**▲ Fire doors were found to be wedged in the open position.**

**ⓘ This is a priority one problem that requires immediate corrective action.**

DATE:	PRINT NAME:	SIGN:
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

136 Are Fire Resisting Doors free from air transfer grills? **YES**

137 Are fire doors with vision panels (when fitted) made of fire resisting glazing? **YES**

138 Are there any additional comments regarding Fire Resisting Doors? **NO**

## 24. Containment and Separation

- 139 Do partition walls, glazing and ceilings(excluding doors) that form part of emergency routes provide the required standard of fire resistance? **NO**

**Some areas of the walls, floors, ceilings and glazing do not provide the required standard of fire resistance. The walls, floors and ceilings that form part of the emergency exit routes were assessed. It is considered that some areas do not provide the required standard of fire resistance.**

*It is a requirement that the following locations are constructed with suitable material to provide a minimum standard of fire resistance of at least 30 minute duration.*

**Glazing top of rear stairs (from gallery) should be 30 minutes fire resistant.**



**ⓘ This is a priority two problem that requires attention over the course of the next 3-6 months.**

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

- 140 Are high risk areas (i.e. Kitchens, boiler rooms, server rooms, plant rooms and basements) separated from the remainder of the building by the appropriate standard of fire resistance (Excluding Doors)? **YES**

- 141 Are all cavity barriers/voids in place and in a good state of repair? **N/A**

- 142 If lift shafts and hoists are installed are they constructed to the appropriate standard of fire resistance? **YES**

143 Are there any breaches of fire walls and floors ? **YES**

**During the survey breaches of fire containment and separation were found.**

**The areas of concern are:**

**Fire stop cable and pipe holes over false ceilings in the basement.**

*To ensure effective protection against fire, walls and ceiling must have a complete barrier, with an equivalent level of fire resistance provided to any openings such as: Ventilation Ducts, Pipe Passages, Refuse Chutes*

*The passing of services such as heating pipes or electrical cables can leave gaps which fire and smoke may spread.*



**ⓘ This is a priority two problem that requires attention over the course of the next 3-6 months.**

<i>DATE:</i>	<i>PRINT NAME:</i>	<i>SIGN:</i>
<i>When this action has been completed and signed off, please tick the relevant box in the action plan on page 10.</i>		

144 Are refuges/ temporary waiting space for persons with a mobility impairment provided? **NOT REQUIRED**

**At the time of this inspection it was noted that there were no persons which includes (staff, residents, students or otherwise) with mobility impairment.**

**It is therefore recommended that no refuge areas are required. In the event that circumstances may change before your next review consideration will be given to establish such areas.**

145 Do all items in this section (Emergency Routes and Exits) provide satisfactory information for this part of the assessment? **YES**

## Declaration

Where relevant facts in relation to the premises were not visually apparent on the date of inspection, we have relied on the information and / or responses provided by or on behalf of the employer or other responsible person.

We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s)

Unless otherwise stated we have assumed that the premises (i) all fire safety equipment, including fire doors and fire resisting partitions and (ii) all servicing of fire safety equipment has been installed or carried out (as the case maybe) by persons competent to do so and in accordance with all applicable standards.

We have not looked in roof spaces or hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.

We have not taken into account the risk posed by electrostatic discharge (ie. lightning) on the structure or transient over voltage surge except where there was an obvious physical damage to structures or a life hazard.

We have assumed that information and documentation supplied to us by or on behalf of the employer or other responsible person who has a bearing on this fire risk assessment is current, true, accurate and not misleading.

This report is intended for your sole use and consequently no responsibility what so ever is undertaken or accepted to any third party for the whole of this report or any part of its contents.

**Having conducted a thorough inspection of the building/s and answered all the relevent questions within this assessment. I can confirm it to be true and accurate to the best of my ability.**

*John Timperley MIFireE*

# Managers Checklist

The managers checklist may be copied by management and used as part of their Fire Risk Assessment review procedure. Where management are unsure of their duties they should contact the 'Responsible Person/Duty Holder' or in any event FireRiskAssessments.com for further support and guidance.

- |  |                                     |
|--|-------------------------------------|
| The evacuation plan is appropriate for the premises and understood by all staff.   | <input checked="" type="checkbox"/> |
| Staff are receiving basic fire safety awareness training in-house or via our on-line training facility.  | <input type="checkbox"/>            |
| Evacuation drills are being conducted at least within six monthly intervals.   | <input type="checkbox"/>            |
| Testing of all equipment is being carried out at the appropriate intervals and recorded in the log book.   | <input type="checkbox"/>            |
| All priorities are being addressed within the action plan (See Summary of Priorities)  | <input type="checkbox"/>            |
| All relevant persons have been assessed on their ability to understand and respond to a fire emergency and where necessary a PEEP has been written (Personal Emergency Evacuation Plan). | <input type="checkbox"/>            |
| Management have carried out a "walk through" of the building as part of the fire risk assessment review checking:  | <input type="checkbox"/>            |
| 1. Fire exits are available and openable (according to service user needs)   |                                     |
| 2. Fire extinguishers are in place   |                                     |
| 3. Fire doors are not wedged open  |                                     |
| 4. Stairs and corridors are clear of obstructions and combustibles   |                                     |

# Explanatory Notes

*(This is not part of the Regulations)*

*The regulations impose a number of specific duties in relation to the fire safety measures to be taken.*

*Failure to comply with a requirement or prohibition contained within the regulations which puts a relevant person at risk of death or serious injury in the event of fire is an offence.*

*A 'Responsible Person/Duty Holder' must take all reasonable precautions and exercise all due diligence to avoid the commission of the offence.*

*The 'Responsible Person/Duty Holder' has a general duty to ensure so far as is reasonably practicable the safety of employees, a general duty in relation to non-employees to take such fire safety measures as is reasonable to take, to ensure the safety of persons lawfully on the premises and in the vicinity in respect of harm caused by fire.*

*This Fire Risk Assessment was 'suitable and sufficient' at the time of the inspection. It is the duty of the responsible person/duty holder to ensure that all deficiencies are actioned as identified within the report.*

*It is a requirement that this Fire Risk Assessment is reviewed on a regular basis.*