

**Oxford City Council**  
The Enterprise Centre  
Standingford House  
Cave Street  
Oxford  
OX4 1BA

# Fire Risk Assessment



| Review dates:-               | Date                        |
|------------------------------|-----------------------------|
| Last assessment carried out  | 2011                        |
| Date of this risk assessment | 11 <sup>th</sup> April 2014 |
| Suggested date for review    | 12 months                   |



## Fire Safety Services (UK) Limited

Progress House, 15 Railton Road, Woburn Road Industrial Estate, Kempston, Bedford, MK42 7PW  
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**For any queries relating to this Fire Risk Assessment please contact us:**  
[enquiries@firesafetyservices.co.uk](mailto:enquiries@firesafetyservices.co.uk)

Unless instructed otherwise we will store an electronic copy of this fire risk assessment on our secure server to ensure a copy is available in the event of your copy being lost for any reason

## Fire Risk Assessment

Whilst every care is taken in providing and producing the fire risk assessment for your premises, we base our assessments on the information and access provided at the time of carrying out the assessment. Please note that none of the equipment or systems are tested during the completion of the fire risk assessment. we therefore cannot guarantee that the premises will have adequate fire safety measures that meet the standards required.

In some cases it may be necessary to consult with your local fire authority and other interested parties such as the Health and Safety Executive or your insurers.

Fire risk assessment is an ongoing process and should be applied at all times to ensure an adequate level of fire safety in the premises is maintained. Any changes to your environment, processes, materials and personnel may increase the risk; it is therefore advised that when any such changes occur you review the assessment immediately.

This assessment has been produced in accordance with the requirements of PAS 79 2005/ (revised 2007) (Publicly Available Specification).

A fully integrated fire risk management system is the only way to reduce the likelihood of fire occurring to a tolerable level. A fire risk assessment is just one component of such a system. The assessment alone cannot offer assurance against the occurrence of fire.

An assessment of the fire risks present is used to further assess the needs for additional:

- Control systems
- Fire precautionary measures
- Maintenance programmes
- Emergency planning
- Staff training
- Frequency of fire safety audits

A fire risk assessment can only reflect the conditions found at the time of the assessment and therefore it must be reviewed should circumstances change.

In particular a review of the fire risk assessment is required:

- Whenever there is any change in the premises, the processes, the plant and equipment installed, or used storage arrangements. Any other aspect of the operation of the business which could affect the safety of employees in the event of fire.
- Following a fire or near miss
- If the number of employees increases, decreases, or otherwise changes significantly.
- If there is a change in the safety management arrangements.
- If building or refurbishment works are planned or are in progress.
- If there is a significant increase of combustible materials or sources of ignition/heat.
- If there is some reason to suppose the original assessment is out of date.

It is essential that ongoing monitoring and reviews of all aspects covered by the assessment process and all other requirements imposed by the regulations are undertaken periodically and that the latest fire risk assessment is revised when necessary.

The completion of the fire risk assessment does not under any circumstances discharge your responsibilities in accordance with the Regulatory Reform (Fire Safety) Order 2005 or any other applicable legislation or regulation.

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**Section1**

| Fire Risk Assessment Ref No | Date of Assessment          | Fire Risk Assessor                  |
|-----------------------------|-----------------------------|-------------------------------------|
| P86072                      | 11 <sup>th</sup> April 2014 | Ivor Johnson MIFPO Tech IOSH AIIRSM |

| Customer Name   |  |
|---|--|
| Oxford City Council   |  |
| Customer Address  |  |
| The Enterprise Centre<br>Standingford House<br>Cave Street<br>Oxford<br>OX4 1BA |  |
| Telephone No  | E-mail   |
| 01865 390190  | <a href="mailto:mail@pyrotec-systems.co.uk">mail@pyrotec-systems.co.uk</a> |
| Responsible Person / Competent Person<br>Consulted During Assessment            | Title / Post   |
| David Hawkins   | FM Supervisor  |

**Section 2**

| <b>The Premises</b>  | Comments   |
|--|--|
| Type and use of premises under assessment                                    | Business Centre  |
| Number of floors   | Two  |
| Brief details of construction  | Brick, block and timber framed.  |
| Does the building under assessment adjoin other premises?                    | No   |
| What is the nature of the adjoining businesses?                              | N/A  |
| Do any large insulated sandwich panels form all or part of the construction? | No   |
| Fire resistance of structural elements                                       | Without destructive investigations being carried out indications would confirm a compliance with current standards |
| Additional areas assessed within building                                    | N/A  |
| Existing generic control measures  | Fire extinguishers<br>Fire resistant doors<br>Fire alarm system<br>Automatic detection<br>Emergency lighting       |
| <b>Comments</b>  |  |

**Section 3**

| <b>Building Occupancy</b>                 | Yes | No | Comments     |
|---|-----|----|--------------|
| Multiple occupancy                        | ✓   |    |              |
| Business levels of occupancy              | ✓   |    |              |
| Public levels of occupancy                | ✓   |    |              |
| Disabled persons levels of occupancy      |     | ✓  |              |
| Sleeping levels of occupancy              |     | ✓  |              |
| Areas of lone working or single occupancy | ✓   |    | Occasionally |

**Section 4**

| <b>Occurrences / Fire Loss Experience</b> | Yes | No | Comments |
|---|-----|----|----------|
| Fire occurrences in last 12 months        |     | ✓  |          |
| Fire Alarm activation last 12 months      |     | ✓  |          |

| <b>Fire Risk Assessment Summary</b>                     |                   | Low |   | Medium |   | High |
|---|-------------------|-----|---|--------|---|------|
| What and where is the most likely cause of fire on site | Arson, electrical | 1   | 2 | 3      | 4 | 5    |
| Ignition risk   | Medium            | 1   | 2 | 3      | 4 | 5    |
| Life safety risk  | Medium            | 1   | 2 | 3      | 4 | 5    |

**Comments**

The purpose of this report is to provide an assessment of the risk to life from fire in the premises and where appropriate, to make recommendations to ensure compliance with fire safety legislation.

The report does not address the risk to property or business continuity from fire.

Where the fire risk assessment has identified the need for further action to be taken in order to reduce the level of risk, the urgency with which such action is required is dependent upon the specific risk to be reduced.

The specific risk for which further control measures have been identified within the action plan as necessary is categorized as either immediate, urgent or attention required.

### **Responsibility for complying with the Regulatory Reform (Fire Safety) Order 2005 rests with the 'responsible person'.**

#### Meaning of "responsible person"

3. In this Order "responsible person" means—

(a) in relation to a workplace, the employer, if the workplace is to any extent under his control;

(b) in relation to any premises not falling within paragraph (a)—

(i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or

(ii) the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises (e.g. a multi-occupied complex), all must take all reasonable steps to co-operate and co-ordinate with each other.

**Section 5**

| Owner / Landlord name    |              |
|--------------------------|--------------|
| N/A                      |              |
| Owner / Landlord Address |              |
|                          |              |
| Telephone No             | Fax No       |
|                          |              |
| Contact Name             | Title / Post |
|                          |              |
| <b>Comments</b>          |              |
|                          |              |

**Section 6**

| <b>1 - Fire Safety Management</b>   | <b>Section Score 13/45</b> | <b>Low</b> |   | <b>Medium</b> |   | <b>High</b> |
|---|----------------------------|------------|---|---------------|---|-------------|
| Person responsible for fire safety  | Steve Stansfield           | 1          | 2 | 3             | 4 | 5           |
| Competent person(s) available to assist in implementation of fire safety legislation  | David Hawkins              | 1          | 2 | 3             | 4 | 5           |
| Are there documented fire procedures and arrangements in place?   | Yes                        | 1          | 2 | 3             | 4 | 5           |
| Appropriate liaison with the fire and rescue service?   | Yes                        | 1          | 2 | 3             | 4 | 5           |
| Are all personnel aware of the fire procedure?  | Yes                        | 1          | 2 | 3             | 4 | 5           |
| Are people nominated to assist with evacuation?   | N/A                        | 1          | 2 | 3             | 4 | 5           |
| Are fire drills carried out periodically?   | No                         | 1          | 2 | 3             | 4 | 5           |
| Are fire checks carried out at the end of each working day?   | Yes                        | 1          | 2 | 3             | 4 | 5           |
| Are suitable arrangements in place for the safe management of visitors in an emergency?   | Yes                        | 1          | 2 | 3             | 4 | 5           |
| Are provisions made for disabled persons including all personal emergency evacuation plans?   | Yes                        | 1          | 2 | 3             | 4 | 5           |
| <b>Significant Findings And Comments</b>  |                            |            |   |               |   |             |
| At the time of the assessment the following points were noted;  |                            |            |   |               |   |             |
| <ul style="list-style-type: none"> <li>No fire drills have been recorded.</li> </ul>  |                            |            |   |               |   |             |
| 1.1 - It is recommended that regular fire drills be undertaken with all staff in attendance, all fire drills should be timed, monitored and significant finding recorded in the Fire Safety Maintenance Logbook. Competent persons should be nominated to assist with the evacuation. |                            |            |   |               |   |             |

| 2 - Fire Alarm System   | Section Score 17/55  | Low |   | Medium |   | High |
|---|--|-----|---|--------|---|------|
| Fire Alarm system type (manual / automatic / addressable)   | 4 zone conventional.   | 1   | 2 | 3      | 4 | 5    |
| Areas covered by system   | All escape routes and rooms of high risk leading onto escape routes. | 1   | 2 | 3      | 4 | 5    |
| Is fire alarm system monitored?   | No   | 1   | 2 | 3      | 4 | 5    |
| Are kitchen extraction systems linked to the fire alarm system to shut down?  | N/A  | 1   | 2 | 3      | 4 | 5    |
| Are passenger lifts interfaced with the fire alarm system to ground and open lift doors?  | N/A  | 1   | 2 | 3      | 4 | 5    |
| Does the Fire Alarm System appear to be adequate for the use of the building?   | Yes  | 1   | 2 | 3      | 4 | 5    |
| Date last serviced?   | March 2014   | 1   | 2 | 3      | 4 | 5    |
| Serviced by whom?   | Pyrotec  | 1   | 2 | 3      | 4 | 5    |
| Is service agent 3 <sup>rd</sup> party accredited?  | Yes  | 1   | 2 | 3      | 4 | 5    |
| Are service records kept on site?   | No   | 1   | 2 | 3      | 4 | 5    |
| Are manual call points clear and accessible?  | Yes  | 1   | 2 | 3      | 4 | 5    |
| Is system being tested weekly?  | No   | 1   | 2 | 3      | 4 | 5    |
| Are testing records kept on site?   | Yes  | 1   | 2 | 3      | 4 | 5    |
| <p><b>Significant Findings And Comments</b></p> <p>At the time of the assessment the following points were noted;</p> <ul style="list-style-type: none"> <li>• Fire log is not kept up to date for weekly alarm tests.</li> </ul> <p>2.1 - Every week, a manual call point should be operated during normal working hours. Evidence of testing should be recorded in the fire safety logbook.</p> |  |     |   |        |   |      |



| <b>3 - Emergency Lighting</b>  | <b>Section Score 15/35</b> | Low |   | Medium |   | High |
|--|----------------------------|-----|---|--------|---|------|
| Does the building appear to be adequately covered by an emergency lighting system?   | No                         | 1   | 2 | 3      | 4 | 5    |
| Date last serviced?  | March 2014                 | 1   | 2 | 3      | 4 | 5    |
| Serviced by whom?  | Pyrotec                    | 1   | 2 | 3      | 4 | 5    |
| Are service records kept on site?  | No                         | 1   | 2 | 3      | 4 | 5    |
| Is service agent 3 <sup>rd</sup> party accredited?   | Yes                        | 1   | 2 | 3      | 4 | 5    |
| Is system being tested monthly?  | No                         | 1   | 2 | 3      | 4 | 5    |
| Are testing records kept on site?  | Yes                        | 1   | 2 | 3      | 4 | 5    |
| <b>Significant Findings And Comments</b>   |                            |     |   |        |   |      |
| At the time of the assessment the following points were noted;   |                            |     |   |        |   |      |
| <ul style="list-style-type: none"> <li>Emergency light testing has not been recorded since October 2013</li> <li>Service records are not kept on site.</li> <li>No emergency lights fitted in boiler room.</li> <li>No emergency lighting fitted in disabled WC</li> </ul> |                            |     |   |        |   |      |
| 3.1- It is recommended that the emergency lighting system is tested monthly by a competent person. All testing should be recorded in the fire safety logbook   |                            |     |   |        |   |      |
| 3.2- The emergency lighting system should be installed and maintained according to the recommendations of the BS 5266 part one 2011  |                            |     |   |        |   |      |

| <b>4 - Portable Extinguishers</b>   | <b>Section Score 10/25</b>      | Low |   | Medium |   | High |
|---|---------------------------------|-----|---|--------|---|------|
| Are the fire fighting appliances in the premises adequate?  | No                              | 1   | 2 | 3      | 4 | 5    |
| Date last serviced?   | March 2014                      | 1   | 2 | 3      | 4 | 5    |
| Serviced by whom?   | Fire Safety Services ( UK ) Ltd | 1   | 2 | 3      | 4 | 5    |
| Is service agent 3 <sup>rd</sup> party accredited?  | Yes                             | 1   | 2 | 3      | 4 | 5    |
| Are service records kept on site?   | No                              | 1   | 2 | 3      | 4 | 5    |
| <b>Significant Findings And Comments</b>  |                                 |     |   |        |   |      |
| At the time of the assessment the following points were noted;  |                                 |     |   |        |   |      |
| <ul style="list-style-type: none"> <li>Fire extinguishers in boiler room have not been serviced.</li> <li>Foam unit in gas boiler should be replaced with a 6 kg dry powder.</li> </ul> |                                 |     |   |        |   |      |
| 4.1- A survey of the fire appliances in these premises should be carried as soon as possible.   |                                 |     |   |        |   |      |

| 5 - Protection/Suppression Systems                                      |                |    |               |    |                      |    |             |
|---|----------------|----|---------------|----|----------------------|----|-------------|
| Systems Installed   | Dry Riser      | No | Wet Riser     | No | Sprinkler            | No |             |
|   | Kitchen System | No | Fixed Gas     | No | Lightning Protection | No |             |
|   | Hydrants       | No | Water Mist    | No | Fire Fighting Lifts  | No |             |
|   | Smoke Vents    | No | Fire Shutters | No | Fire Curtains        | No |             |
| <b>Section Score 00/00</b>  |                |    | <b>Low</b>    |    | <b>Medium</b>        |    | <b>High</b> |
| Are available systems inspected / maintained appropriately?             | N/A            | 1  | 2             | 3  | 4                    | 5  |             |
| Are available systems clearly indicated where appropriate?              | N/A            | 1  | 2             | 3  | 4                    | 5  |             |
| Are available systems easily accessible?                                | N/A            | 1  | 2             | 3  | 4                    | 5  |             |
| Date last serviced?   | N/A            | 1  | 2             | 3  | 4                    | 5  |             |
| Serviced by whom?   | N/A            | 1  | 2             | 3  | 4                    | 5  |             |
| Is service agent 3 <sup>rd</sup> party accredited?                      | N/A            | 1  | 2             | 3  | 4                    | 5  |             |
| Are service records kept on site?                                       | N/A            | 1  | 2             | 3  | 4                    | 5  |             |
| Has any area protected by a fixed gaseous system been integrity tested? | N/A            | 1  | 2             | 3  | 4                    | 5  |             |
| <b>Significant Findings And Comments</b>                                |                |    |               |    |                      |    |             |

| 6- Fire Resisting Doors  | Section Score 16/35 | Low |   | Medium |   | High |
|--|---------------------|-----|---|--------|---|------|
| Are all fire-resisting doors opening and closing correctly?                                | Yes                 | 1   | 2 | 3      | 4 | 5    |
| Are all fire-resisting doors in good condition & fitted correctly?                         | No                  | 1   | 2 | 3      | 4 | 5    |
| Are automatic door closers fitted to all relevant fire resisting doors?                    | Yes                 | 1   | 2 | 3      | 4 | 5    |
| Are any fire resisting doors wedged or propped open?                                       | Yes                 | 1   | 2 | 3      | 4 | 5    |
| Are all automatic door releases regularly tested?  | N/A                 | 1   | 2 | 3      | 4 | 5    |
| Is fire door instruction signage fitted to all fire resisting doors?                       | Yes                 | 1   | 2 | 3      | 4 | 5    |
| Are vision panels in fire doors unobstructed?  | No                  | 1   | 2 | 3      | 4 | 5    |
| Is there a system of inspecting, checking and recording fire door condition and operation? | No records seen.    | 1   | 2 | 3      | 4 | 5    |

**Significant Findings And Comments**

At the time of the assessment the following points were noted;

- Fire doors seen with damaged smoke seals
- Fire doors seen wedged open

6.1- All fire resisting doors under the Fire Safety Order 2005 require the following .Fire door keep shut signs on both sides of all fire resisting doors door closing devices to close the door into the frame fully smoke and heat seals and door furniture with gapping no greater than 3mm to class the door as 30 minutes fire resistance. It is therefore recommended that all fire doors are checked by a competent contractor who should ensure that all of them reach the current level of fire separation and close properly and fully under their own power. Any defects in the doors should be rectified and any obstructions preventing their closing should be removed. Periodic inspection and testing of the fire doors must be in place and documented.

6.2- It is recommended that a full site fire door compliance survey be carried out by a competent person and recommendation are implemented and the findings be recorded in the Fire Safety Maintenance Logbook.

6.3- If you see a fire door wedged open then remove the wedge and shut it.

A fire door is a piece of health and safety equipment and it is illegal (i.e. a criminal offence under the Health and Safety at Work Act) to render it inoperable.

| 7- Passive Protection                                       | Section Score 07/30 | Low |   | Medium |   | High |
|---|---------------------|-----|---|--------|---|------|
| Are there any obvious ducts, flues, service risers etc?     | No                  | 1   | 2 | 3      | 4 | 5    |
| Are all services adequately protected?                      | Yes                 | 1   | 2 | 3      | 4 | 5    |
| Are there any obvious breaches to fire compartments?        | No                  | 1   | 2 | 3      | 4 | 5    |
| Are there any obvious breaches to structural protection?    | No                  | 1   | 2 | 3      | 4 | 5    |
| Do fire breaks extend beyond false ceiling height?          | Yes                 | 1   | 2 | 3      | 4 | 5    |
| Has a passive protection/condition survey been carried out? | No records seen.    | 1   | 2 | 3      | 4 | 5    |

**Significant Findings And Comments**

| <b>8 - Fire safety training</b>  | <b>Section Score 05/10</b> | Low |   | Medium | High |   |
|--|----------------------------|-----|---|--------|------|---|
| Are all staff / contractors given appropriate fire safety & awareness training on induction?   | Yes                        | 1   | 2 | 3      | 4    | 5 |
| Are all staff given periodic refresher training at suitable intervals?   | No                         | 1   | 2 | 3      | 4    | 5 |
| Has training been given for specialist fire fighting equipment?  | N/A                        | 1   | 2 | 3      | 4    | 5 |
| Is training given to all fire wardens?   | N/A                        | 1   | 2 | 3      | 4    | 5 |
| Are training records kept on site?   | N/A                        | 1   | 2 | 3      | 4    | 5 |
| <b>Significant Findings And Comments</b>   |                            |     |   |        |      |   |
| At the time of the assessment the following points were noted;   |                            |     |   |        |      |   |
| <ul style="list-style-type: none"> <li>Staff contracted to work on this site have not been trained to use fire equipment</li> </ul>  |                            |     |   |        |      |   |
| 8.1- UK Fire Legislation requires all employers to ensure that employees are provided with adequate fire safety training. This includes the correct use of the equipment provided. Fire safety training is a legal requirement |                            |     |   |        |      |   |

| <b>9 - Fire safety signage</b>   | <b>Section Score 10/25</b> | Low |   | Medium | High |   |
|--|----------------------------|-----|---|--------|------|---|
| Are fire action notices displayed and completed to reflect the buildings fire procedure?   | No                         | 1   | 2 | 3      | 4    | 5 |
| Are all emergency exit routes adequately signed?   | No                         | 1   | 2 | 3      | 4    | 5 |
| Is all fire equipment adequately signed?   | Yes                        | 1   | 2 | 3      | 4    | 5 |
| Are kitchen shut off devices clearly indicated by approved signage?  | N/A                        | 1   | 2 | 3      | 4    | 5 |
| Are other mandatory signs provided?  | Yes                        | 1   | 2 | 3      | 4    | 5 |
| Is assembly point clearly signed or documented?  | Yes                        | 1   | 2 | 3      | 4    | 5 |
| <b>Significant Findings And Comments</b>   |                            |     |   |        |      |   |
| At the time of the assessment the following points were noted;   |                            |     |   |        |      |   |
| <ul style="list-style-type: none"> <li>Fire action signs do not contain pictograms</li> <li>Some fire exit signs do not contain directional arrows.</li> </ul>   |                            |     |   |        |      |   |
| 9.1- It is recommended that compliant fire action notices suitable for the building under assessment are prominently displayed above all break glass call points, all emergency fire exit escape routes must be adequately signed along their entire length by pictogram signs.                                  |                            |     |   |        |      |   |
| All fire equipment must have fire classification signage placed directly above the fire equipment, fire assembly point directional signs must be displayed to indicate the direction of the fire assembly point, the fire assembly point must also have signage and all other mandatory signs must be displayed. |                            |     |   |        |      |   |

| <b>10 – Housekeeping</b>  | <b>Section Score 09/25</b> | <b>Low</b> |   | <b>Medium</b> |   | <b>High</b> |
|---|----------------------------|------------|---|---------------|---|-------------|
| Are corridors, stairways & walkways kept clear?   | Yes                        | 1          | 2 | 3             | 4 | 5           |
| Is combustible waste stored appropriately?  | No                         | 1          | 2 | 3             | 4 | 5           |
| Is waste stored securely away from building?  | Yes                        | 1          | 2 | 3             | 4 | 5           |
| Are flammable liquids stored in approved secure signed metal containers?  | N/A                        | 1          | 2 | 3             | 4 | 5           |
| Combustible items appear to be separated from ignition source?  | Yes                        | 1          | 2 | 3             | 4 | 5           |
| Is general housekeeping adequate?   | Yes                        | 1          | 2 | 3             | 4 | 5           |
| <b>Significant Findings And Comments</b>  |                            |            |   |               |   |             |
| At the time of the assessment the following points were noted;  |                            |            |   |               |   |             |
| <ul style="list-style-type: none"> <li>Large amount of combustible waste was stored directly under the external fire escape staircase.</li> </ul>   |                            |            |   |               |   |             |
| 10.1- Keep waste material in suitable containers before it is removed from the premises. If bins, particularly wheeled bins, are used outside, secure them in a compound to prevent them being moved to a position next to the building and set on fire. Never place skips against a building – they should normally be a minimum of 6m away from any part of the premises. |                            |            |   |               |   |             |

| 11 - Escape routes  |  |   |            |   |               |             |
|---|--|---|------------|---|---------------|-------------|
| Describe briefly the main, and secondary (If applicable) escape routes and stairways, how these are protected, their integrity and their management | There are sufficient escape routes from all areas of the building;<br>Each exit route allows adequate egress to the outside of the building.   |   |            |   |               |             |
|   | The escape routes will allow all persons to evacuate safely from the building.<br>It is anticipated that a fire within the building would be slow to medium growth and that any fire would be noticed by staff and automatic fire detection. |   |            |   |               |             |
|   | Due to the construction of the building and calculated travel distances it is anticipated that all persons would have evacuated the building before the fire was untenable.  |   |            |   |               |             |
|   | <b>Section Score 20/65</b>   |   | <b>Low</b> |   | <b>Medium</b> | <b>High</b> |
| Adequate provision of emergency exit from all areas of the building?  | Yes  | 1 | 2          | 3 | 4             | 5           |
| Are all fire exit routes clear of obstructions?   | Yes  | 1 | 2          | 3 | 4             | 5           |
| Are all exit routes clearly signed?   | No. see signs section.   | 1 | 2          | 3 | 4             | 5           |
| Reasonable distances of travel to all provided fire exits?  | Yes  | 1 | 2          | 3 | 4             | 5           |
| Are all fire exits easily and immediately operable?   | Yes  | 1 | 2          | 3 | 4             | 5           |
| Are there security locks on escape routes and if yes is there suitable override facility in event of alarm?   | No   | 1 | 2          | 3 | 4             | 5           |
| Suitable fire precautions for all inner rooms?  | Yes  | 1 | 2          | 3 | 4             | 5           |
| Are final exit doors secondary secured outside of normal working hours?   | Yes  | 1 | 2          | 3 | 4             | 5           |
| Avoidance of sliding or revolving doors as fire exits where necessary?  | Yes  | 1 | 2          | 3 | 4             | 5           |
| In event of fire can these be opened easily in emergency?   | N/A  | 1 | 2          | 3 | 4             | 5           |
| Are all escape routes free of heat generating equipment?  | Yes  | 1 | 2          | 3 | 4             | 5           |
| Are all notice boards protected from loose paper on fire exit routes?   | No   | 1 | 2          | 3 | 4             | 5           |
| Are disabled refuges provided?  | No   | 1 | 2          | 3 | 4             | 5           |
| Are refuges adequate and provided with a suitable means of communication?   | N/A  | 1 | 2          | 3 | 4             | 5           |
| Are evacuation chairs provided for egress from upper floors?  | N/A  | 1 | 2          | 3 | 4             | 5           |
| Have persons been trained in the use of evacuation chairs?  | N/A  | 1 | 2          | 3 | 4             | 5           |
| Are evacuation chairs inspected and maintained?   | N/A  | 1 | 2          | 3 | 4             | 5           |
| Are external staircases inspected by a competent person periodically?   | No evidence  | 1 | 2          | 3 | 4             | 5           |

**Significant Findings And Comments**

At the time of the assessment the following points were noted;

- No records of external staircase inspections.
- Notice boards were overloaded.

11.1- External staircases, walkways, balconies and gangways which form part of the means of escape from the premises, should be examined by a competent person at not less than three yearly intervals. All necessary repairs and maintenance work must be carried out and the competent person should provide a written report of every examination, all repair and maintenance work, and provide a certificate that the structure is safe and in a satisfactory condition.

It is strongly recommended that an urgent check is made to ensure that this important safety requirement has been complied with.

11.2- Fire Safety Legislation requires us to reduce the risk of spread of fire to an acceptable level. In the event of a fire, notices on walls will make a major contribution to the spread of fire and the generation of smoke.

| 12 - Special provisions  | Section Score 22/90                   | Low |   | Medium |   | High |  |
|--|---------------------------------------|-----|---|--------|---|------|--|
| Summary sources of fuel  | Wood, paper, furniture,               | 1   | 2 | 3      | 4 | 5    |  |
| Summary sources of ignition/ heat  | Arson, electrical equipment, lighting | 1   | 2 | 3      | 4 | 5    |  |
| Is controlled burning allowed on any part of the site?   | No                                    | 1   | 2 | 3      | 4 | 5    |  |
| Where hot works are carried out are permits issued?  | Yes                                   | 1   | 2 | 3      | 4 | 5    |  |
| Are hot works monitored?   | Yes                                   | 1   | 2 | 3      | 4 | 5    |  |
| Is cooking and extraction equipment maintained and cleaned regularly?  | N/A                                   | 1   | 2 | 3      | 4 | 5    |  |
| Are reasonable measures taken to prevent fires as a result from cooking?   | Yes                                   | 1   | 2 | 3      | 4 | 5    |  |
| Are fixed heating installations subject to regular maintenance?  | Yes                                   | 1   | 2 | 3      | 4 | 5    |  |
| Are electrical installations subject to regular inspections?   | Yes                                   | 1   | 2 | 3      | 4 | 5    |  |
| Are portable heaters used?   | No                                    | 1   | 2 | 3      | 4 | 5    |  |
| Are approved electrical extension cables used and located correctly?   | Yes                                   | 1   | 2 | 3      | 4 | 5    |  |
| Do overhead power cables pass over any part of the site?   | No                                    | 1   | 2 | 3      | 4 | 5    |  |
| Are any pressurised gas cylinders stored / used on site?   | No                                    | 1   | 2 | 3      | 4 | 5    |  |
| Are there any known dangerous substances on site?<br>Toxic/Corrosive/Biological/Radiological                           | No                                    | 1   | 2 | 3      | 4 | 5    |  |
| Are there materials on site which may cause an explosion in the event of a fire?                                       | No                                    | 1   | 2 | 3      | 4 | 5    |  |
| Are there materials on site which may cause toxic pollution in the event of a fire?                                    | No                                    | 1   | 2 | 3      | 4 | 5    |  |
| Are warning signs displayed at appropriate entrances?  | N/A                                   | 1   | 2 | 3      | 4 | 5    |  |
| Have all reasonable measures and arrangements been made to safeguard fire and rescue personnel in the event of a fire? | Yes                                   | 1   | 2 | 3      | 4 | 5    |  |
| Are there any obvious obstructions restricting fire and rescue access?   | No                                    | 1   | 2 | 3      | 4 | 5    |  |
| Could vehicle parking cause access difficulties for Fire and rescue service?   | No                                    | 1   | 2 | 3      | 4 | 5    |  |
| <b>Significant Findings And Comments</b>   |                                       |     |   |        |   |      |  |



| <b>13 - Arson Prevention and Security</b>   | <b>Section Score 09/35</b> | Low |   | Medium |   | High |
|---|----------------------------|-----|---|--------|---|------|
| Does basic security against arson by outsiders appear to be reasonable?   | Yes                        | 1   | 2 | 3      | 4 | 5    |
| Is there an absence of fire loading in close proximity to the building or any common area?  | No                         | 1   | 2 | 3      | 4 | 5    |
| Is the site enclosed to deter trespassers?  | Yes                        | 1   | 2 | 3      | 4 | 5    |
| Is security system installed?   | Yes                        | 1   | 2 | 3      | 4 | 5    |
| Is security system monitored?   | Yes                        | 1   | 2 | 3      | 4 | 5    |
| Is CCTV installed?  | No                         | 1   | 2 | 3      | 4 | 5    |
| Are fire checks carried out during non-working periods?   | Yes                        | 1   | 2 | 3      | 4 | 5    |
| <b>Significant Findings And Comments</b>  |                            |     |   |        |   |      |
| At the time of the assessment the following points were noted;  |                            |     |   |        |   |      |
| <ul style="list-style-type: none"> <li>Large amount of combustible material stored close to the building walls.</li> </ul>  |                            |     |   |        |   |      |
| 13.1- The following measures should reduce the chance of an arson attack and will reduce the size of a fire and its spread should one be started accidentally or deliberately:  |                            |     |   |        |   |      |
| <p>Ensure that the outside of the building is well lit,<br/> Regularly remove all combustible refuse,<br/> Do not place rubbish skips adjacent to the building and secure waste bins in a compound, which is separated from the building,<br/> Encourage staff to challenge persons acting suspiciously,<br/> Remove automatic entry rights from staff who have been dismissed,<br/> Ensure that the security alarm and fire detection systems are monitored and acted upon,<br/> Secure flammable materials so that an arsonist could not use them,<br/> Fit secure metal letterboxes on the inside of letter flaps in order to contain any burning materials, which might be pushed through,<br/> Deter unauthorised entry to the building,</p> |                            |     |   |        |   |      |

| <b>14 - Record keeping</b>  | <b>Section Score 15/25</b> | Low |   | Medium |   | High |
|---|----------------------------|-----|---|--------|---|------|
| PAT testing   | N/A                        | 1   | 2 | 3      | 4 | 5    |
| Fire Drills   | No                         | 1   | 2 | 3      | 4 | 5    |
| Fire Training   | No                         | 1   | 2 | 3      | 4 | 5    |
| Fire Alarm Tests (weekly test)  | No                         | 1   | 2 | 3      | 4 | 5    |
| Escape Lighting tests (monthly test)  | No                         | 1   | 2 | 3      | 4 | 5    |
| Fire Fighting Equipment   | No                         | 1   | 2 | 3      | 4 | 5    |
| <b>Significant Findings And Comments</b>  |                            |     |   |        |   |      |
| At the time of the assessment the following points were noted;  |                            |     |   |        |   |      |
| <ul style="list-style-type: none"> <li>Fire related records are not kept up to date.</li> </ul>   |                            |     |   |        |   |      |
| 14.1- The log book records remind management to complete regular training, tests and checks. Failure to carry out the tests etc could result in increased risk due to failure of the fire precautionary arrangements in an emergency. |                            |     |   |        |   |      |

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## Section 7

### **Additional information**

The risk rating below was calculated "At the time of the assessment"  
This completed fire risk assessment has been recorded following the guidelines laid down in PAS79.

The rating found at the end of your risk assessment will be reduced by the following requirements and recommendations under current legislation listed in the following action plan.

Under current fire safety legislation the owner of the business or building (the responsible person) must provide the following;

1. Adequate procedures and policies
2. Adequate means of raising the alarm
3. Adequate emergency routes and exits
4. Adequate means of first aid fire fighting
5. Adequate fire procedure training for all staff and fire wardens
6. Adequate maintenance for all fire safety equipment
7. Adequate compartmentation of the building
8. Adequate records of maintenance and testing

In conclusion, it is recommended that sections 5, 6 and 7 require attention to meet current standards of compliance. All action points were discussed at the time of the assessment with the documented responsible/competent person.

**Section 8**

The following risk level estimator is based on the requirements of PAS 79: 2005/2007

| Fire Hazard and consequences | Slight Harm    | Moderate Harm    | Extreme Harm     |
|------------------------------|----------------|------------------|------------------|
| Low                          | Trivial Risk   | Tolerable Risk   | Moderate Risk    |
| Medium                       | Tolerable Risk | Moderate Risk    | Substantial Risk |
| High                         | Moderate Risk  | Substantial Risk | Intolerable Risk |

In this context, a definition of the above terms as follows (PAS 79: 2005)

|                      |   |
|----------------------|---|
| <b>Slight Harm</b>   | Outbreak of fire that is unlikely to result in injury to any occupant |
| <b>Moderate Harm</b> | Outbreak of fire that is likely to cause injury to occupants          |
| <b>Extreme Harm</b>  | Significant risk of injury or death of one or more occupants          |

| Risk Level    |   | Action and timescale as defined in PAS 79 : 2005  |
|---------------|---|---|
| 1 Trivial     |   | No action is required   |
| 2 Tolerable   | ✓ | No major additional controls required. However there may be a need for consideration for improvements   |
| 3 Moderate    |   | It is essential that efforts are made to reduce the recorded risks .Risk reduction measures should be implemented within a defined timescale          |
| 4 Substantial |   | Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied it should not be occupied until the risk is reduced |
| 5 Intolerable |   | Building should not be occupied until the risk is reduced   |

The scoring system is applied to premises quantifying risk measures, likelihood and consequences using 5 x 5 matrixes. The score of 5 will indicate likely / certain events; the score of 1 will indicate negligible / unlikely events.

The risk score will be indicated as above 1- 5. This should be read together with the total highlighted score below.

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section. The risk assessment should be reviewed periodically.

| Total score | 168/500 (33.6%)                                   | RISK LEVEL |           |          |             |             |
|-------------|---|------------|-----------|----------|-------------|-------------|
|             |   | 1          | 2         | 3        | 4           | 5           |
|             | <i>A lower percentage represents a lower risk</i> | Trivial    | Tolerable | Moderate | Substantial | Intolerable |

Section 9**ACTION PLAN**

The action plan should be completed if, after following Steps 1 to 3, work needs to be carried out to provide adequate fire safety precautions.

Once the action has been identified and a completion date proposed, it is beneficial to nominate a person to monitor the work through to completion. It is also advisable to review the completion date approximately one month before it is due in order that any problems can be identified. Completion of the work should be confirmed by a signature and date.

**Record of Findings**

|                  |                            |                         |                           |
|------------------|----------------------------|-------------------------|---------------------------|
| <b>Priority:</b> | <b>IMMEDIATE ATTENTION</b> | <b>URGENT ATTENTION</b> | <b>ATTENTION REQUIRED</b> |
|------------------|----------------------------|-------------------------|---------------------------|

|   |  |             |                 |
|---|--|-------------|-----------------|
| <b>1 Fire Management</b>  | <u>Applicable legislation Regulatory Reform(Fire Safety) Order 2005</u><br><a href="#">Article 4 (f) Meaning of general fire precautions</a><br><a href="#">Article 3 - Meaning of Responsible person</a><br><a href="#">Article 8 (1) Duty to take general fire precautions</a><br><a href="#">Article 15 - Procedures for serious and imminent danger and for danger areas</a> |             | <b>Priority</b> |
| Detail action to be taken   |  |             |                 |
| 1.1 - It is recommended that regular fire drills be undertaken with all staff in attendance, all fire drills should be timed, monitored and significant finding recorded in the Fire Safety Maintenance Logbook. Competent persons should be nominated to assist with the evacuation. |  |             |                 |
| Detail completed actions  |  |             |                 |
| Person Responsible  |  | Target Date | Review Date     |
| Signed as completed   |  | Name        | Completed Date  |

|   |   |             |                 |
|---|---|-------------|-----------------|
| <b>2 Fire Alarm System</b>  | <u>Applicable legislation Regulatory Reform(Fire Safety) Order 2005</u><br><a href="#">Article 13 Fire equipment and detection</a><br><a href="#">17.-(1) Maintenance</a> |             | <b>Priority</b> |
| Detail action to be taken   |   |             |                 |
| 2.1- Every week, a manual call point should be operated during normal working hours. Evidence of testing should be recorded in the fire safety logbook. |   |             |                 |
| Detail completed actions  |   |             |                 |
| Person Responsible  |   | Target Date | Review Date     |
| Signed as completed   |   | Name        | Completed Date  |

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|  |   |                |                 |
|--|---|----------------|-----------------|
| <b>3 Emergency Lighting</b>  | <b>Applicable legislation Regulatory Reform(Fire Safety) Order 2005</b><br><a href="#">Article 14 2(h) - Emergency routes and exits</a><br><a href="#">Article 13 Fire equipment and detection</a><br><a href="#">Article 17.-(1) Maintenance</a> |                | <b>Priority</b> |
| Detail action to be taken  |   |                |                 |
| 3.1- It is recommended that the emergency lighting system is tested monthly by a competent person. All testing should be recorded in the fire safety logbook |   |                |                 |
| 3.2- The emergency lighting system should be installed and maintained according to the recommendations of the BS 5266 part one 2011                          |   |                |                 |
| Detail completed actions   |   |                |                 |
| Person Responsible   | Target Date   | Review Date    |                 |
| Signed as completed  | Name  | Completed Date |                 |

|   |   |                |                 |
|---|---|----------------|-----------------|
| <b>4 Portable Extinguishers</b>   | <b>Applicable legislation Regulatory Reform(Fire Safety) Order 2005</b><br><a href="#">Article 13 Fire equipment and detection</a><br><a href="#">Article 17.-(1) Maintenance</a> |                | <b>Priority</b> |
| Detail action to be taken   |   |                |                 |
| 4.1- A survey of the fire appliances in these premises should be carried as soon as possible. |   |                |                 |
| Detail completed actions  |   |                |                 |
| Person Responsible  | Target Date   | Review Date    |                 |
| Signed as completed   | Name  | Completed Date |                 |

|  |   |             |                 |
|--|---|-------------|-----------------|
| <b>6 Fire resisting doors</b>  | <b>Applicable legislation Regulatory Reform(Fire Safety) Order 2005</b><br><a href="#">Article 13 Fire equipment and detection</a><br><a href="#">Article 17.-(1) Maintenance</a><br><a href="#">Article 23 -1 (a) -General duties of employees at work</a> |             | <b>Priority</b> |
| Detail action to be taken  |   |             |                 |
| <p>6.1- All fire resisting doors under the Fire Safety Order 2005 require the following .Fire door keep shut signs on both sides of all fire resisting doors door closing devices to close the door into the frame fully smoke and heat seals and door furniture with gapping no greater than 3mm to class the door as 30 minutes fire resistance. It is therefore recommended that all fire doors are checked by a competent contractor who should ensure that all of them reach the current level of fire separation and close properly and fully under their own power. Any defects in the doors should be rectified and any obstructions preventing their closing should be removed.<br/>Periodic inspection and testing of the fire doors must be in place and documented.</p> <p>6.2- It is recommended that a full site fire door compliance survey be carried out by a competent person and recommendation are implemented and the findings be recorded in the Fire Safety Maintenance Logbook.</p> <p>6.3- If you see a fire door wedged open then remove the wedge and shut it.<br/>A fire door is a piece of health and safety equipment and it is illegal (i.e. a criminal offence under the Health and Safety at Work Act) to render it inoperable.</p> |   |             |                 |
| Detail completed actions   |   |             |                 |
| Person Responsible   |   | Target Date | Review Date     |
| Signed as completed  |   | Name        | Completed Date  |

|   |  |             |                 |
|---|--|-------------|-----------------|
| <b>8 Training</b>   | <b>Applicable legislation Regulatory Reform(Fire Safety) Order 2005</b><br><a href="#">Article 21 (1&amp;2) Training</a><br><a href="#">Article 18 - Safety Assistance</a> |             | <b>Priority</b> |
| Detail action to be taken   |  |             |                 |
| <p>8.1- UK Fire Legislation requires all employers to ensure that employees are provided with adequate fire safety training. This includes the correct use of the equipment provided. Fire safety training is a legal requirement</p> |  |             |                 |
| Detail completed actions  |  |             |                 |
| Person Responsible  |  | Target Date | Review Date     |
| Signed as completed   |  | Name        | Completed Date  |

|  |  |             |                 |
|--|--|-------------|-----------------|
| <b>9 Signage</b>   | <u>Applicable legislation Regulatory Reform(Fire Safety) Order 2005</u><br><a href="#">Article 13 (1) b Fire fighting and detection</a><br><a href="#">Article 14 (2) g - Emergency routes and exits</a> |             | <b>Priority</b> |
| Detail action to be taken  |  |             |                 |
| <p>9.1- It is recommended that compliant fire action notices suitable for the building under assessment are prominently displayed above all break glass call points, all emergency fire exit escape routes must be adequately signed along their entire length by pictogram signs.</p> <p>All fire equipment must have fire classification signage placed directly above the fire equipment, fire assembly point directional signs must be displayed to indicate the direction of the fire assembly point, the fire assembly point must also have signage and all other mandatory signs must be displayed.</p> |  |             |                 |
| Detail completed actions   |  |             |                 |
| Person Responsible   |  | Target Date | Review Date     |
| Signed as completed  |  | Name        | Completed Date  |

|  |  |             |                 |
|--|--|-------------|-----------------|
| <b>10 Housekeeping</b>   | <u>Applicable legislation Regulatory Reform(Fire Safety) Order 2005</u><br><a href="#">Article 14 (1) - Emergency routes and exits</a><br><a href="#">Article 23 - General duties of employees at work</a> |             | <b>Priority</b> |
| Detail action to be taken  |  |             |                 |
| <p>10.1- Keep waste material in suitable containers before it is removed from the premises. If bins, particularly wheeled bins, are used outside, secure them in a compound to prevent them being moved to a position next to the building and set on fire. Never place skips against a building – they should normally be a minimum of 6m away from any part of the premises.</p> |  |             |                 |
| Detail completed actions   |  |             |                 |
| Person Responsible   |  | Target Date | Review Date     |
| Signed as completed  |  | Name        | Completed Date  |

|  |  |                 |
|--|--|-----------------|
| <b>11</b> <b>Escape Routes</b>   | <u>Applicable legislation</u> <u>Regulatory Reform(Fire Safety) Order 2005</u><br><a href="#">Article - Emergency routes and exits</a><br><a href="#">Article 23 - General duties of employees at work</a> | <b>Priority</b> |
| Detail action to be taken<br><br>11.1- External staircases, walkways, balconies and gangways which form part of the means of escape from the premises, should be examined by a competent person at not less than three yearly intervals. All necessary repairs and maintenance work must be carried out and the competent person should provide a written report of every examination, all repair and maintenance work, and provide a certificate that the structure is safe and in a satisfactory condition.<br>It is strongly recommended that an urgent check is made to ensure that this important safety requirement has been complied with.<br><br>11.2- Fire Safety Legislation requires us to reduce the risk of spread of fire to an acceptable level. In the event of a fire, notices on walls will make a major contribution to the spread of fire and the generation of smoke. |  |                 |
| Detail completed actions   |  |                 |
| Person Responsible   | Target Date  | Review Date     |
| Signed as completed  | Name   | Completed Date  |

|   |  |                 |
|---|--|-----------------|
| <b>13</b> <b>Arson Prevention</b>   | <u>Applicable legislation</u> <u>Regulatory Reform(Fire Safety) Order 2005</u><br><a href="#">Article - Emergency routes and exits</a><br><a href="#">Article 23 - General duties of employees at work</a> | <b>Priority</b> |
| Detail action to be taken<br><br>13.1- The following measures should reduce the chance of an arson attack and will reduce the size of a fire and its spread should one be started accidentally or deliberately:<br><br>Ensure that the outside of the building is well lit,<br>Regularly remove all combustible refuse,<br>Do not place rubbish skips adjacent to the building and secure waste bins in a compound, which is separated from the building,<br>Encourage staff to challenge persons acting suspiciously,<br>Remove automatic entry rights from staff who have been dismissed,<br>Ensure that the security alarm and fire detection systems are monitored and acted upon,<br>Secure flammable materials so that an arsonist could not use them,<br>Fit secure metal letterboxes on the inside of letter flaps in order to contain any burning materials, which might be pushed through,<br>Deter unauthorised entry to the building, |  |                 |
| Detail completed actions  |  |                 |
| Person Responsible  | Target Date  | Review Date     |
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|   |   |                 |
|---|---|-----------------|
| <b>14 Record Keeping</b>  | <b>Applicable legislation Regulatory Reform(Fire Safety) Order 2005</b><br><a href="#">Article - Emergency routes and exits</a><br><a href="#">Article 23 - General duties of employees at work</a> | <b>Priority</b> |
| Detail action to be taken   |   |                 |
| 14.1- The log book records remind management to complete regular training, tests and checks. Failure to carry out the tests etc could result in increased risk due to failure of the fire precautionary arrangements in an emergency. |   |                 |
| Detail completed actions  |   |                 |
| Person Responsible  | Target Date   | Review Date     |
| Signed as completed   | Name  | Completed Date  |

| For and on behalf of Fire Safety Services (UK) Limited |   | For and on behalf of the Customer |  |
|--|---|-----------------------------------|--|
| Date   | 11 <sup>th</sup> April 2014   | Date                              |  |
| Name   | Ivor Johnson. MIFPO Tech IOSH AIIRSM  | Name                              |  |
| Signature  |   | Signature                         |  |

**Section10**

**Photographs of Significant Findings**

**Image 1 and 2**

9.1- It is recommended that compliant fire action notices suitable for the building under assessment are prominently displayed above all break glass call points, all emergency fire exit escape routes must be adequately signed along their entire length by pictogram signs.



**Image 2**



**Image 3**

Damaged smoke seals.



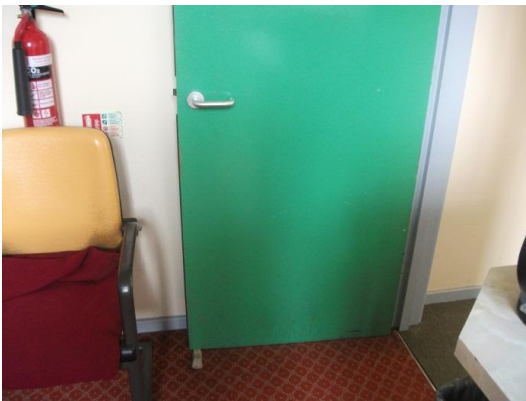
**Image 4**

Overloaded notice board in fire exit route.



**Image 5**

Wedged open fire door.



**Image 6**

10.1- Keep waste material in suitable containers before it is removed from the premises. If bins, particularly wheeled bins, are used outside, secure them in a compound to prevent them being moved to a position next to the building and set on fire. Never place skips against a building they should normally be a minimum of 6m away from any part of the premises.

