

Fire Risk Assessment



Property Name:	4559 - Waterlooville, Waterbury Drive
Client Name:	IWG plc
Date of Assessment:	10th January 2023
Issue Date:	11th January 2023
Revision Date:	13th January 2023
Name of Fire Risk Assessor:	Matt Woolridge
Validated By:	Anthony Fogarty CMIOSH MIIRSM MIFSM MBIFM CFPA Dip

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Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment

Executive Summary

A Fire Risk Assessment was carried out by RM Risk Management Limited at Waterberry Drive Waterlooville PO7 7TH on the 10th of January 2023 on behalf of IWG plc (hereafter referred to as The Client).

The scope of the FRA relates to the IWG demised areas only and is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to suggest remedial actions to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

The key findings of this FRA are:

- PAT testing last carried out August 2019.
- A fire door survey is recommended to identify the remedial repairs required to the fire doors.
- Automatic fire detection is recommended to be installed to an area of the main office block.
- The maximum occupancy for the first floor of the main office block is 41 persons, based on the cellular office floor space factor defined in BS 9999.

All service records and compliance documents relating to this property are held on the client's compliance portal 'Invida' at the following web address -

<https://iwg.invida.co.uk/app/library/explorer?docType=138618b1-be3b-4f2e-b0e1-c084dfbcf051&systemSource=1&search=4559&hideNoDescAttachments=false>

Based on the nature of issues raised, the overall level of risk is considered tolerable as explained within the fire risk assessment risk ratings and action plan toward the end of this report.

Key issues identified were as follows:

- | | |
|---------------------------------|----------------------------|
| - PAT Testing | - Gas Safety Check |
| - Wall mounted electric heaters | - Air Conditioning Units |
| - Fire Door Maintenance | - Automatic Fire Detection |
| - Tenants Fire Risk Assessments | - Bi-annual Evacuations |
| - Fire Logbook | |

Responsible person (e.g. employer) or person having control of the premises:

IWG

Person who has responsibility for Fire Safety at the premises:

The Community Manager.

From which persons was the information relating to this Fire Risk Assessment obtained?: (Names/Job Titles)

The Community Associate.

Address of Premises:

Waterberry Drive
Waterlooville

Name of Assessor:

PO7 7TH
Matt Woolridge
validated by Anthony Fogarty CMIOSH MIIRSM MIFSM MBIFM
CFPA Dip

Date of Fire Risk Assessment:

10th January 2023

Date of previous Fire Risk Assessment:

N/A

Suggested date for review:

January 2024

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to suggest remedial actions to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

General Information

The Premises

Number of floors total	Number of floors at ground level and above	Number of floors entirely below ground level	Number of floors on which car parking is provided
2	2	0	0
Overall height of the building in meters		Location of the nearest Fire Hydrant	
3		Could not locate.	
Approximate floor area in m ² :			
Per Floor	Gross	Ground Floor	
410	820	410	

Brief details of construction:

The premises consists of light industrial units and two office buildings. The office buildings are constructed of brickwork and concrete with pitched, tiled roofs. The light industrial units are constructed of brickwork, concrete and corrugated metal with corrugated metal roofs. External car parking is provided throughout the site.

User Profile:

A

Fire Growth Rate:

2

Property use category:

Offices/Light Industrial Units

Use of premises:

The scope of this assessment relates to the Basepoint site as a whole. No tenanted offices or tenanted light industrial units were included as part of this assessment.

There are two office buildings on site. Access to the internal reception area of the main block is gained via the entrance door to the front elevation. Also on the ground floor is offices and meeting rooms, with these all accessed via their own entrance doors. Access to the first floor is gained via a separate door to the front elevation which leads into a single stairwell serving the first floor. The first floor consists of cellular offices. The separation between the offices and the escape route appear to be fire rated with fire rated doors installed however further investigation would be required to confirm this. A kitchenette and toilet is provided on the first floor.

The other block consists of offices which are all accessed externally. There are no internal communal areas within this block. There is an external staircase and walkway which serves the first floor office in this block.

Toilets and a small kitchenette are located in each adjoining corner of the light industrial units. There are two comms rooms which are accessed externally.

The following areas of the premises were inaccessible at the time of this assessment:

Any areas that the assessor was not made aware of at time of assessment.

Evacuation Strategy:

Simultaneous

Assembly point location:

Front car park.

The Occupants

Approximate maximum number:	Approximate number of employees at any one time:	Maximum number of other occupants at any one time:	Associated times/hours of occupation:
15	3	Various contractors and visitors	Staffed reception Monday to Friday 8:30 - 17:30. Tenants have 24/7 access.

Occupants especially at risk from fire

Sleeping occupants:	N/A: No sleeping accommodation on site.
Disabled employees:	N/A: -1
Other disabled occupants:	N/A: Other disabled occupants would be tenants and visitors. Tenants should be reminded that they are responsible for the safe evacuation of themselves and any visitors and should not rely on the Centre Team or the emergency services for assistance.
Occupants in remote areas and lone workers:	N/A: No areas would be classed as remote.
Young persons:	N/A: Young persons would be visitors.
Others:	Other people at risk will also be any external workers (contractors or otherwise). Any contractors used should be selected from an approved list and they should be aware of the risk of fire and evacuation procedures in case of an emergency.

Other Relevant Information

- Cooperation is required between tenants and the managing agent to ensure a good level of fire safety management is maintained on an ongoing basis, and more importantly in the event of a fire evacuation.

Fire Loss Experience

The auditor wasn't made aware of any previous fire loss.

Relevant Fire Safety Legislation

Is there an alterations notice in force?	No
Relevant information and deficiencies observed: <ul style="list-style-type: none">• The assessor was not made aware of an alterations notice currently in force.	

Fire Hazards and their Elimination Control

Please note that in the following checklist sections, red colour coding is used to indicate the presence of a risk, not the severity. For more detail on the severity of risks identified, please refer to the Action Plan section at the end of this document.

Electrical Sources of Ignition

Reasonable measures taken to prevent fires of electrical origin?	Yes
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More Specifically...

Fixed installation periodically inspected and tested?	Yes 11/12/2019
Portable appliance testing (where appropriate) carried out?	No 15/08/2019
Suitable policy regarding the use of personal electrical appliances?	Yes
Suitable limitation of trailing leads and adapters?	Yes
Are the fixed electrical installations condition-rated to a satisfactory standard?	Yes

<p>Comments</p> <ul style="list-style-type: none"> • 5 year fixed wire test last carried out 11th December 2019 by HMC Compliance Ltd. Remedial repairs were carried out 10th September 2020 also by HMC Compliance Ltd. • PAT testing last carried out 15th August 2019. <p>The fixed electrical installations have been made subject to testing with an Electrical Installation Condition Report (EICR) dated: 11/12/2019 Portable electrical appliances have been made subject to PAT testing, last carried out: 15/08/2019</p>
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<p>Recommendations</p> <p>The following Recommendations were identified in the Electrical Sources of Ignition section of this Assessment:</p> <ul style="list-style-type: none"> • #292627: PAT Testing
--

Smoking

Reasonable measures taken to prevent fires as a result of smoking?	Yes
--	-----

More Specifically...

Smoking prohibited on the premises?	Yes
Smoking prohibited in appropriate areas?	Yes

Suitable arrangements for those who wish to smoke?	Yes
This policy appeared to be observed at time of inspection?	Yes
Are "No smoking" signs provided?	Yes

Comments

- A 'no smoking' policy is in place with occupants having to make their own arrangements externally.

Recommendations

No Recommendations were identified in the Smoking section of the Assessment.

Arson

Does basic security against arson by outsiders appear reasonable ¹ ?	Yes
Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes

Comments

- The site is monitored by CCTV.
- Reception is staffed during normal working hours.
- A security access system is in place for out of hours working.
- Waste is bagged by tenants and taken to designated bin stores, with regular collections away from site.

Recommendations

No Recommendations were identified in the Arson section of the Assessment.

¹ Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, this should be obtained from a security specialist.

Portable Heaters, Heating and Ventilation Installations

Is the use of portable heaters avoided as far as practicable?	Yes
Are fixed heating and ventilation installations subject to regular maintenance?	No

Comments

- No documentation to show that a gas safety check has been carried out for any of the buildings.
- Wall mounted electric heaters are provided.
- Confirmation is required that the individual air conditioning units have been serviced.

Recommendations

The following Recommendations were identified in the Portable Heaters section of this Assessment:

- #292628: Gas Safety Check
- #292629: Wall mounted electric heaters
- #292630: Air Conditioning Units

Cooking

Are reasonable measures taken to prevent fires as a result of cooking?

N/A

More Specifically...

Filters changed and ductwork cleaned regularly?

N/A

Comments

- No cooking facilities provided, reheat only within the kitchenettes.

Recommendations

No Recommendations were identified in the Cooking section of the Assessment.

Lightning

Do the premises have a lightning protection system?

N/A

Annual inspection and test of lightning protection system?

N/A

Comments

- No provision noted for any of the buildings.

Recommendations

No Recommendations were identified in the Lightning section of the Assessment.

Housekeeping

Is the standard of housekeeping adequate?

Yes

More Specifically...

Combustible materials appear to be separated from ignition sources?

Yes

Avoidance of unnecessary accumulation of combustible materials or waste?

Yes

Are meter/riser cupboards adequately secured and kept clear of combustible materials?

Yes

Comments

- Housekeeping appeared to be to a good standard with escape routes and circulation spaces kept clear of obstruction.

Recommendations

No Recommendations were identified in the Housekeeping section of the Assessment.

Hazards Introduced by Outside Contractors and Building Works

Is there satisfactory control over works carried out in the building?	Yes
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More Specifically...

Where appropriate, are fire safety conditions imposed on outside contractors?	Yes
Where appropriate, is there satisfactory control over works carried out on the premises by outside contractors (including "hot work" permits)?	Yes
If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of "hot work" permits?	Yes

Comments

- This is the responsibility of the management, who has vetted contractors with policy and procedures in place.
- The management issues permits and oversees control of contractors.

Recommendations

No Recommendations were identified in the Outside Contractors section of the Assessment.

Dangerous Substances²

Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises ³ ?	N/A
Has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A

Comments

- No dangerous substances observed.

Recommendations

No Recommendations were identified in the Dangerous Substances section of the Assessment.

² For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.

³ Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.

Soft Furnishings

Is there compliance with Furniture and Furnishings (Fire) Regulations 1988 (As amended)?

Yes

Comments

The responsible person should ensure that all furniture and furnishings are compliant, and that any non-compliant items are removed, repaired or replaced as soon as reasonably practicable.

Recommendations

No Recommendations were identified in the Soft Furnishings section of the Assessment.

Fire Protection Measures

Means of Escape From Fire

It is considered that the premises are provided with reasonable means of escape in case of fire.	Yes
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More Specifically...

Do staircase and exit capacities appear to be adequate for the number of occupants? ⁴ ?	Yes
Adequate provision of exits?	Yes
Exits easily and immediately openable where necessary?	Yes
Fire exits open in direction of escape where necessary?	Yes
Avoidance of sliding or revolving doors as fire exits where necessary?	N/A
Are the arrangements provided for securing exits satisfactory?	Yes
Are linings on walls suitable? (Items such as notice boards managed to avoid an increased risk of flames and smoke in protected corridors and staircases)	Yes
Reasonable distances of travel where there is a single direction of travel?	Yes
Reasonable distances of travel where there are alternative means of escape?	Yes
Suitable protection of escape routes?	Yes
Are there adequate smoke control provisions to protect the escape routes, where necessary?	N/A
Escape routes unobstructed?	Yes
Periodic inspection of external escape staircases and gangways?	Yes
Comments <ul style="list-style-type: none"> The Community Associate confirmed that routine checks are carried out, however these are not documented. The external staircases and walkway appeared to be structurally sound based on a visual inspection at time of assessment. 	

It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people.	N/A
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Comments

- The buildings operate a simultaneous evacuation regime whereby all occupants evacuate the buildings on activation of the fire alarm.
- The reception area and each office/meeting room on the ground floor of the main block is provided with their own door for egress.
- The first floor is provided with a single means of escape via the stairwell to disperse externally at ground floor level.
- The other office block is provided with two external escape staircases which disperse at ground floor level.
- The means of escape for the light industrial units is via their entrance doors.
- There are no additional provisions in place for the evacuation of disabled people.
- The maximum occupancy for the first floor of the main office block is 41 persons, based on the cellular office floor space factor defined in BS 9999.

Recommendations
 No Recommendations were identified in the Means of Escape From Fire section of the Assessment.

⁴ Based on current occupancy information provided. Detailed calculations (e.g. using floor space factors to predict maximum occupancy) are not carried out.

Measures to Limit Fire Spread and Development

It is considered that there is:

compartmentation of a reasonable standard ⁵	Yes
reasonable limitation of linings that might promote fire spread	Yes

As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire ^{5,6?}	N/A
Are fire-resisting doors maintained in sound condition and self-closing, where necessary?	No
Is the fire-resisting construction protecting escape routes in sound condition ⁵ ?	Yes
Has a Fire Door Survey been conducted at this property?	No
Has a Fire Stopping Survey been conducted at this property?	N/A
Has information on fire doors been given to residents?	N/A

Comments

- Fire doors have been installed however they do not meet BS 476 standards.
- Fire stopping appeared to be to an adequate standard.
- No fire dampers were observed.
- The separation between the offices and the escape routes appear to be fire resisting construction with fire doors installed. Further investigation would be required to confirm this as no compartmentation plans were available for the buildings.

Recommendations

The following Recommendations were identified in the Measures to Limit Fire Spread and Development section of this Assessment:

- #292631: Fire Door Maintenance

Please note: a full survey of fire stopping and compartmentation in voids, lift shafts and above ceilings is beyond the scope of this assessment.

⁵ This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.

⁶ A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment.

Emergency Escape Lighting

Reasonable standard of emergency escape lighting system provided?	Yes
Monthly and annual testing routines for emergency escape lighting?	Yes 28/03/2022
Date last conducted 2022-03-28	
Comments <ul style="list-style-type: none"> • Annual emergency lighting 3 hour drop down last carried out 28th March 2022 by HMC Compliance Ltd. • Engie/Equans carry out monthly flick tests however there was no documentary evidence available to show this. 	

Comments <ul style="list-style-type: none"> • Maintained and non-maintained emergency lighting appears to be installed in line with BS 5266. <p>The emergency lighting system has been serviced on: 28/03/2022</p>
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Recommendations

No Recommendations were identified in the Emergency Escape Lighting section of the Assessment.

Fire Safety Signs and Notices

Reasonable standard of fire safety signs and notices?	Yes
Comments <ul style="list-style-type: none"> • Fire action notices are displayed at final exits and storey exits to inform occupants of actions to take in the event of discovering a fire and hearing the alarm. • The fire action notices suitably display the assembly point. • Way finding is considered adequate with directional signage guiding occupants to the nearest exit. 	

Recommendations

No Recommendations were identified in the Fire Safety Signs and Notices section of the Assessment.

Means of Giving Warning in Case of Fire

Reasonable manually operated electrical fire alarm system provided ⁷ ?	Yes
Automatic fire detection provided?	Yes Mixed System Part of premises only
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	Yes
Remote transmission of alarm signals?	Yes
Weekly testing and periodic servicing of fire detection and alarm system?	Yes 05/12/2022
Date last conducted	2022-12-05
Comments	<ul style="list-style-type: none"> • Bi-annual fire alarm service last carried out 5th December 2022 by Tyco Integrated Fire & Security. • Weekly bell tests are carried out with the records suitably documented.
If there is a communal fire detection and fire alarm system, does it extend into any residential dwellings?	N/A
Is a zone plan displayed?	Yes

Comments

- A HAES fire alarm control panel is located in the reception lobby of the main block.
- The Community Associate confirmed that the fire alarm system is linked to all the buildings.
- The system consists of 4 zones.
- The system is remote monitored by 'Alert Systems'.
- Automatic fire detection in the main block appears to be installed to an L4 category as defined in BS 5839-1. Automatic fire detection is installed to the escape routes only.
- Automatic fire detection is installed in each light industrial unit and the externally accessed offices in the other office block.
- Means of warning is given via electronic sounders.
- Manual call points are situated at storey exits and final exits in the main block.
- Automatic fire detection is recommended to be installed to the highest ceiling point in the main block.

Recommendations

The following Recommendations were identified in the Means of Giving Warning in Case of Fire section of this Assessment:

- #292632: Automatic Fire Detection

⁷ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

Manual Fire Extinguishing Appliances

Is there reasonable provision of manual fire extinguishing appliances?	Yes
Are all fire extinguishing appliances readily accessible?	Yes
Annual maintenance of fire extinguishing appliances?	Yes 18/01/2022
Date last conducted 2022-01-18	
Comments • Annual service last carried out 18th January 2022 by Tyco Fire & Integrated Solutions.	

What type(s) of appliances are provided?	• Portable fire extinguishers
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Comments • A mix of water, foam and CO2 portable fire extinguishers are suitably sited throughout the buildings. The fire fighting equipment has been serviced on: 18/01/2022

Recommendations No Recommendations were identified in the Manual Fire Extinguishing Appliances section of the Assessment.
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Relevant Automatic Fire Extinguishing Systems⁸

Weekly testing and periodic inspection of sprinkler installations?	N/A
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Recommendations No Recommendations were identified in the Automatic Extinguishing Systems section of the Assessment.

⁸ Relevant to life safety and this risk assessment (as opposed to property protection).

Other Relevant Fixed Systems and Equipment

Six-monthly inspection and annual testing of rising mains?	N/A
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Recommendations

No Recommendations were identified in the Other Fixed Systems section of the Assessment.

Fire Service Facilities

Suitable provision of fire-fighters switch (eg) for high voltage luminous tube signs, etc.	N/A
Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?	N/A

Management of Fire Safety

Procedures and Arrangements

The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:

- RM Risk Management have been instructed to provide a Fire Risk Assessment service to the client. It is the responsibility of the Responsible Person to ensure that competent persons are also appointed for all other fire precaution measures relating to the property.

Fire safety at the premises is managed by⁹:

- The Community Manager.

Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?	Yes
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Comments

- IWG PLC appoints external competent persons to assist with the implementation of a pre-planned maintenance regime.

Is there a suitable record of the fire safety arrangements?	Yes
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Comments

- Fire action notices are displayed at final exits and storey exits to inform occupants of actions to take in the event of discovering a fire and hearing the alarm.
- The fire action notices suitably display the assembly point.
- Tenants are responsible for their own evacuation with The Community Manager/Associate carrying out a role call at the assembly point.

Appropriate fire procedures in place ¹⁰ ?	Yes
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More Specifically...

Are there adequate procedures for investigating fire alarm signals?	Yes
Are there suitable arrangements for summoning the fire and rescue service?	Yes
Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	Yes
Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes
Is there a suitable fire assembly point(s)?	Yes
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	N/A

<p>Comments</p> <p>There are no disabled employees or contractors on site at this time. A PEEP Assessment should be carried out for any less-able persons, who may be occupying the premises on a short or long-term basis.</p>

Persons nominated and trained to use fire extinguishing appliances?	Yes
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<p>Comments</p> <ul style="list-style-type: none"> The Community Associate confirmed that online fire safety training is carried out, however there was no documentation available to show this.

If the premises are in multiple occupation, are there adequate arrangements for cooperation between dutyholders to ensure coordination of their fire safety arrangements?	No
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<p>Comments</p> <ul style="list-style-type: none"> Cooperation is required between tenants and the managing agent to ensure a good level of fire safety management is maintained on an ongoing basis, and more importantly in the event of a fire evacuation. Up to date fire risk assessments should be requested from the tenants for their demised areas.
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Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	Yes
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<p>Comments</p> <p>The management should be reminded that they need to identify any member of staff or visitor who may need assistance when evacuating, and not rely on the emergency services for assistance.</p>
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Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)?	Yes
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Routine in-house checks for housekeeping, means of escape, final exit doors and security fastenings?	Yes
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<p>Comments</p> <ul style="list-style-type: none"> The Community Associate confirmed that routine checks are carried out, however these are not documented.
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<p>Recommendations</p> <p>The following Recommendations were identified in the Procedures and Arrangements section of this Assessment:</p> <ul style="list-style-type: none"> #292633: Tenants Fire Risk Assessments

⁹ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

¹⁰ Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.

Training and Drills

Are all staff given adequate fire safety instruction and training on induction?	Yes
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More Specifically...

Are they trained on induction?	Yes
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Are they given periodic refresher training?	Yes
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Are they given additional training to cover any specific roles and responsibilities?	Yes
Is the content of training provided considered adequate ¹¹ ?	Yes

Are staff with special responsibilities (e.g. fire wardens) given additional training?	N/A
Comments <ul style="list-style-type: none"> • Tenants are responsible for nominating their own fire wardens to assist their evacuation in the event of a fire. • The Community Manager/Associate do not assist in the evacuation and only carry out a role call at the assembly point. 	
Are fire drills carried out at appropriate intervals?	No 17/05/2022
Comments <ul style="list-style-type: none"> • Evacuation drill last carried out 17th May 2022. 	

When the employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	Yes
Is it ensured that the employees are provided with adequate instructions and information?	Yes

Recommendations The following Recommendations were identified in the Training and Drills section of this Assessment: <ul style="list-style-type: none"> • #292634: Bi-annual Evacuations
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¹¹ Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.

Testing and Maintenance

Adequate maintenance of premises?	Yes
Comments <ul style="list-style-type: none"> • The premises is maintained to an adequate standard. 	
Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)?	N/A
Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?	Yes
Comments The Responsible Person is liable for ensuring any items highlighted are addressed or actioned.	
Recommendations No Recommendations were identified in the Testing and Maintenance section of the Assessment.	

Records

Is there a suitable fire logbook in place?	No
Are all suitable records with regards to checking, testing, servicing and maintaining fire safety precautions provided and kept up to date?	No
Are records for training and drills included within the logbook?	No

<p>Recommendations</p> <p>The following Recommendations were identified in the Records section of this Assessment:</p> <ul style="list-style-type: none"> • #292635: Fire Logbook
--

Premises Information Box¹²

Is there a suitably located premises information box for the fire and rescue service?	N/A
Are there arrangements to keep the premises information box up to date?	N/A
Is it in a position and location accessible to the fire and rescue service?	N/A
<p>Is it capable of holding the documents required? i.e.</p> <ol style="list-style-type: none"> 1. The UK contact and name of the responsible person. 2. Name and contact details of others who may be keyholders and are permitted access to the building in a professional, or official capacity. 3. the documents required to be placed in it by the Regulations. 	N/A
Is it secured from unauthorised access and vandalism?	N/A
Is it inspected at least annually, information updated at certain intervals and that the inspection is recorded?	N/A

¹² Normally applicable only to sheltered and extra care housing.

Significant Dates

Fixed installation - periodic inspection Fixed Wire Testing date	11/12/2019
Portable Appliance Testing Date of last PAT test	15/08/2019
Fire Drill last performed	17/05/2022

Fire Risk Assessment

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

Likelihood of fire	Potential Consequences of fire		
	Slight	Moderate	Extreme
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low	Medium	High
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In this context, a definition of the above terms is as follows:

High	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.
Medium	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
Low	Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm	Moderate Harm	Extreme Harm
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In this context, a definition of the above terms is as follows:

Extreme harm	Significant potential for serious injury or death of one or more occupants.
Moderate harm	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
Slight harm	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial	Tolerable	Moderate	Substantial	Intolerable
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A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been advocated for general health and safety risks:

Risk Level	Action and Timescale
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced. Risks should be resolved immediately.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken within one month of the risk being identified.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures. Moderate risks should be resolved within three months of being identified.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Trivial	No action is required and no detailed records need be kept.

(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 actions contained in the following action plan. The fire risk assessment should be reviewed regularly.)

Action Plan

It is considered that the following actions should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial	Tolerable
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Definition of Severity Ratings

In this context, a definition of the above terms is as follows:

Intolerable	High priority; Immediate action required for legislative compliance.
Substantial	Medium priority; Action required for legislative compliance or responsible fire safety management.
Moderate	Low priority; Action required and considered good fire safety practice.

Recommendations

● #292631: Fire Door Maintenance

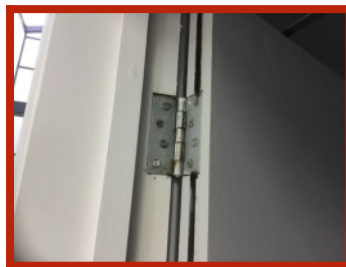
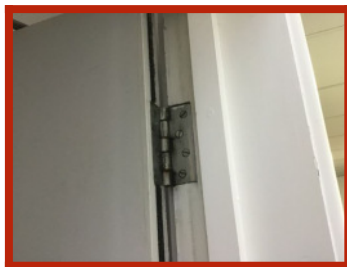
Description:

Substantial fire doors have been installed on site, however they do not meet BS 476 standards. Issues observed include non-fire rated hinges, damaged smoke seals and excessive gaps.

Fire doors are an integral part of the buildings compartmentation and should be maintained to a high standard.

Article 17 of The Regulatory Reform (Fire Safety) Order 2005 requires that a maintenance regime is established to ensure equipment such as fire doors are kept in an efficient state and Article 18 requires that the responsible person appoints competent person(s) to assist in undertaking preventive and protective measures. This includes ensuring fire resisting doors and escape doors are correctly installed and maintained, with inspections carried out at set intervals.

It is recommended that a separate full Fire Door Survey is undertaken by a qualified tradesperson who understands the requirements of fire doors as BS 476: Part 22.



Severity:
Substantial

#292632: Automatic Fire Detection

Description:

The automatic fire detector heads are not currently installed to the highest ceiling point on the first floor of the main office block. In a fire situation, smoke would be able to rise to the highest point without initially being detected. With the detectors in their current position, any activation would mean the smoke has filled the ceiling void and sunk to the lower ceiling height. This smoke would contaminate the escape route and make it difficult for occupants to escape safely.

It is recommended for additional automatic fire detector heads to be installed to the highest ceiling point, to ensure smoke/fire is detected at the earliest opportunity.



Severity:
Substantial

#292627: PAT Testing

Description:

PAT testing is recommended to be carried out as this appears to not have been completed since August 2019. It is recommended that PAT testing is carried out annually or at a minimum of once every two years.

The legislation of specific relevance to electrical maintenance is the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, the Electricity at Work Regulations 1989, the Workplace (Health, Safety and Welfare) Regulations 1992 and the Provision and Use of Work Equipment Regulations 1998.



Severity:
Moderate

#292628: Gas Safety Check

Description:

There is no documentation available to show that a gas safety check has been carried out for any of the buildings. It is recommended for one to be carried out by a qualified tradesperson at the earliest opportunity, and for the relevant certificate to be made available for future inspection.

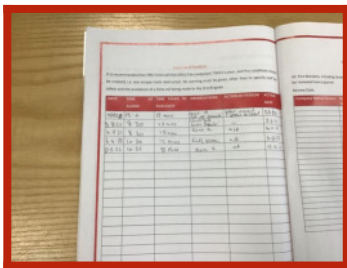
Severity:
Moderate

#292634: Bi-annual Evacuations

Description:

The logbook shows that bi-annual fire evacuation drills have been carried out in the past. However one is now due as the last was carried out in May 2022.

Bi-annual fire evacuation drills should be carried out, so staff and tenants are familiar with the evacuation procedure. It also enables staff to make recommendations to fine tune the emergency procedure plan, based on any problems that may arise during the evacuation drill. This helps to ensure that if a 'real life' evacuation ever occurs, staff are well versed in the evacuation procedure and that the evacuation plan works.



Severity:
Moderate

#292635: Fire Logbook

Description:

Some fire safety records and test certificates were not being maintained or held appropriately. It is important that records are held to ensure that fire safety systems are being serviced, tested and maintained.

All fire safety related documents and records should be centralised in a dedicated fire logbook or an e-logbook, and include (but not limited to) the following information which is relevant to this site:

- Current fire risk assessment.
- Emergency plan & procedures.
- PEEP's policy.
- Location of break glass call points.
- Fire detection and alarm system weekly bell tests and periodic maintenance records.
- Record of false alarms.
- Emergency lighting system monthly and annual test records.
- Fire extinguisher locations and records of tests.
- Fire resisting doors inspection records.
- Routine fire safety check records.
- Electrical and portable appliance testing records.
- 5 year fixed electrical testing records.
- Gas safety certificate.
- Fire dampers test records.
- Periodic inspection records of external escape staircases and gangways.
- Wet/Dry riser records of inspections and tests.
- Sprinkler system/automatic extinguishing records of inspections and tests.
- Disabled refuge communication system testing.
- Lightning protection system test records.
- Evacuation drill records.
- Fire safety instruction and training records.
- Fire Marshal training records.

It is recommended that the fire logbook is held at reception. Alternatively, e-logbooks can be used to store records electronically and a QR code used to access this. An example of an e-logbook system can be found at <https://tiofiresafety.com/digital-fire-logbooks/>
All fire related records would then be readily available in one location for inspection.

Severity:
Moderate



#292629: Wall mounted electric heaters

Description:

Confirmation is required whether the wall mounted electric heaters require servicing.



Severity:
Monitor / Review

<p>● #292630: Air Conditioning Units</p> <p>Description: Confirmation is required as to whether the individual air conditioning units have been serviced.</p> <div style="display: flex; justify-content: space-around;">   </div>	<p>Severity: Monitor / Review</p>
<p>● #292633: Tenants Fire Risk Assessments</p> <p>Description: Ensure that all subtenants are familiar with site Emergency Procedures and are aware of their fire safety responsibilities including evacuation of guests and less abled people.</p> <p>Written and up to date Fire Risk Assessments should be requested from subtenants that have 5 or more employees on site.</p> <p>This is required because as the sub-landlord you are classed as the "responsible person" for your demised areas.</p> <p>The Regulatory Reform (Fire Safety) Order 2005 expressly requires all people with legal obligations should:</p> <ul style="list-style-type: none"> • co-operate with each other • co-ordinate their arrangements • swap relevant information. 	<p>Severity: Monitor / Review</p>