

Northantsfire

The Regulatory Reform Order (Fire Safety) Order 2005

Fire Risk Assessment



Haryl (1991) Ltd
Common areas only within
Spencer House
3 Spencer Parade
Northampton
NN1 5AA

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Certificate No. FS 26619



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This Fire Risk Assessment utilises a traffic light system as part of answers to questions:

RED: This is a major/significant issue

AMBER: There are issues – however only moderate or minor

GREEN: There are no issues involved

Special attention needs to be made to any comments made where any answers are highlighted in red.

ADDRESS OF PREMISES:	Haryl (1991) Ltd Common areas only within Spencer House 3 Spencer Parade Northampton NN1 5AA
RESPONSIBLE PERSON(S) FOR FIRE SAFETY:	Karen Hone
PERSON(S) CONSULTED:	Emma Taylor
DATE OF FIRE RISK ASSESSMENT:	23 rd April 2018
ASSESSOR:	William Hammond
PREVIOUS FIRE RISK ASSESSMENT (If applicable):	Not known

The Fire Risk Assessment is carried out under the requirements of The Regulatory Reform (Fire Safety) Order 2005. The methodology is based on the BSI-PAS79 Fire Risk Assessment-Guidance. It is designed to provide an informed and structured examination of the potential Fire Hazards that could cause harm to those who work in, visit or try to escape from the above premises. As appropriate, it will help decisions to be made on the status of existing Fire Safety Control Measures to ensure compliance with current Fire Safety Legislation.

The observations and recommendations contained in this Fire Risk Assessment are pertinent to the conditions of the date of completion only (see above). Regular monitoring to include review and revision is advised to maintain the required standard. Such reviews should take place at least annually or if any changes occur to personnel present on site or to the structure or use of the premises (or part thereof).

SCOPE OF ASSESSMENT:

This fire risk assessment covers the entire building as detailed above, all areas were accessible.
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PROPERTY DETAILS

Brief details of construction

General construction:	Brick and mortar
Roof:	Tiled
Interior walls (construction):	Brick / Stud
Interior walls (finish):	Painted Plaster
Ceilings:	Painted Plasterboard
Flooring:	Carpeted mainly

Total number of floors:	4
*below ground level:	1
*above ground level:	2
Total floor area – m² (approximate):	Not known
*ground level:	Not known
*above ground level:	Not known
*below ground level:	Not known
Number of internal staircases:	2
Number of external staircases:	0

Brief details of usage:

Spencer House is a large semi detached town building used predominantly as multiple let office spaces over the 4 floors. Access to the building can only be gained by the front entrance. Positioned within the basement are two let rooms and the main boiler house (accessible only by Haryl staff). The ground floor has been extended and runs almost the length of the rear garden space. Small office spaces are accessible off of the main corridor. The two further floors above house the remaining offices.

OCCUPANCY

Approximate maximum number of

GENERAL OCCUPANCY		OCCUPANTS AT SPECIAL RISK	
Staff	0/ 25 Tenants	Sleeping	0
Visitors	10	Disabled	0
Public	0	Physical	0
Contractors	2	Hearing	0
Residents (max)	0	Visual	0
		Learning	0
		Remote areas	0
		Young Persons	0

Comments:

The site is currently unmanned from staff. If required the tenants will contact either Emma or Karen who are based within Becketts House and they will resolve any issues.

HISTORY OF FIRE LOSS IN BUSINESS

Is there any recent history of fires in the building (site)?	YES	NO
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Details if answer is 'Yes'

SECURITY & DOOR ENTRY

0.1	Is a Door Entry System installed within the premises?	YES	NO	
0.2	If so, is it connected to the Fire Alarm System	YES	NO	N/A
0.3	Does basic security against arson by outsiders appear to be reasonable	YES	NO	

Comments & Recommendations:

All appears to be in order.

PROCEDURES & ARRANGEMENTS

ITEM	DETAILS	PRESENT		
		YES	NO	N/A
1.1	Is there a suitable & sufficient set of Fire Procedures in place?			
1.2	Are all the staff trained in General Fire Awareness?	YES ✓	NO	N/A
1.3	Is Fire Safety included as part of the staff induction training?	YES ✓	NO	N/A
1.4	Are Fire Wardens appointed & have they received appropriate training?	YES ✓	NO	N/A
1.5	Are staff provided with 'refresher' training as appropriate?	YES	NO	N/A
1.6	Are regular Fire Evacuation drills carried out?	YES ✓	NO	N/A
1.7	Weekly testing of the Fire Alarm System?	YES ✓	NO	N/A
1.8	Monthly testing of Emergency Lighting?	YES	NO	N/A
1.9	Regular inspections of Portable Fire Appliances?	YES	NO	N/A
1.10	Routine checks of Fire & Final exit doors?(including smoke seals, self-closers & security fastenings)	YES	NO	N/A
1.11	Routine inspections of Fire Safety signs?	YES	NO	N/A
1.12	Do staff log in/out of the premises?	YES	NO	N/A
1.13	Do visitors log in/out of premises?	YES	NO	N/A
1.14	Is there a suitable Fire Log Book on site?	YES	NO	N/A

It is strongly recommended that comprehensive records of all inspections, testing and routine maintenance visits are maintained in a Fire Log Book. This should include records of all staff training.

Comments & Recommendations:

1.1. At the time of assessment a Fire Procedure was not evidently in place. A suitable and sufficient set of fire procedures should be in place detailing what action has to be taken in the event of a fire. An Emergency Plan takes into account all foreseeable circumstances and must be made available to all those who need to be aware of it. Procedures to be followed should be clearly indicated throughout the building. Consideration should be given to all people likely to be present in the workplace & others who share the building. The responsible persons should liaise with others in the building to ensure procedures/plans are coordinated.

1.6. It is recommended that a fire drill be carried out every six months. Last inputted date within the fire log book was 23rd June 2017. This should be carried out as soon as possible and documented within the log book when completed.

1.7. It is recommended that the fire alarm system be tested every week not monthly as inputted in the fire log book.

1.8. It is recommended that the emergency lighting be tested every month. Last inputted date carried out on 6/11/2015.

1.9 – 1.11. Regular inspections of fire appliances, routine checks of fire / final exit doors and fire safety signs must be carried out. All findings should be documented within the fire log book and

any inadequacies should be highlighted repaired/replaced as soon as possible by a qualified company.
Recommend review.

FIRE SAFETY PROVISION

**This section details the existing fire safety provision on the premises
(With recommendations for requirements)**

**It is a requirement that all fire protection systems and appliances that may be provided are maintained and tested in accordance with the relevant British Standards
All such inspections and maintenance visits must be recorded in the Fire Log Book as well as having appropriate certification provided by the contractor.**

Fire detection & Alarm

It is a requirement that there are suitable means for the early warning of fire to all occupants of the premises.

Suitable & sufficient means for detecting fire may also be required.

2.1	Is a BS5839-1:2017 Fire Detection & Alarm System installed?	YES	NO	N/A
2.2	Category of Fire Alarm System (if known)			
2.3	Is the Fire Detection & Alarm system subject to appropriate maintenance?	YES	NO	
2.4	Is a BS5839-6:2013 Fire Alarm System installed? (if applicable)	YES	NO	N/A
2.5	Are there suitable/sufficient means for raising an alarm?	YES	NO	N/A
2.6	Is there suitable/sufficient means for automatic fire detection?	YES	NO	N/A
2.7	Is there remote transmission of Fire Alarm signals?	YES	NO	N/A

Comments & Recommendations:

2.6. It is recommended that additional automatic smoke detection be installed within the rear ground floor corridor and also outside room 4. As both areas form part of the fire escape route there must be adequate automatic smoke detection in place. This will ensure that any threat of fire is highlighted straight away and will give people working within the area the best chance of evacuation before a potential fire spreads.

It is advised that these devices be installed by a qualified company as to the requirements of BS5839-1:2017 as soon as possible.

Recommend revise and review.

action.

Manual Fire Appliances

It is a requirement that there are suitable & sufficient means for dealing with a small fire should it be safe to do so.

3.1	Are there suitable and sufficient portable fire appliances?	YES	NO	
3.2	Are all portable appliances subject to appropriate annual maintenance	YES	NO	
3.3	Are all extinguishers sited correctly & unobstructed?	YES	NO	N/A
3.4	Are all necessary ID signs correctly fixed?	YES	NO	N/A
3.5	Are any Hose Reels installed?	YES	NO	

Comments & Recommendations:

3.1. It is recommended that additional A class fire cover be installed within the following areas as to comply with BS5306-8:2012.

- Basement floor – 2 x 3lt waters
- 1st floor – 1 x 3lt water
- 2nd floor – 1 x 3lt water

It was also noted that the gas boiler room within the basement area is being covered by a 6kg dry powder fire extinguisher. Ideally this fire extinguisher should be removed and replaced with a cleaner option such as a 5kg co2. It is worth noting though that this fire extinguisher does not cover the risk posed by Gas. Quotation detailing this information will follow.

Recommend revise and review.

NO -

Make to find out

Emergency Lighting

It is a requirement that all emergency evacuation routes are provided with a suitable & sufficient level lighting in the event of main lighting failure.

This may also include the outside of all final exit doors and external evacuation routes.

4.1	Is there sufficient internal emergency lighting?	YES	NO	
4.2	Is there sufficient external emergency lighting?	YES	NO	N/A
4.3	Are all emergency lights subject to appropriate annual testing?	YES	NO	

Comments & Recommendations:

4.2. All escape routes from the workplace, including external ones where appropriate, should be provided with sufficient artificial lighting for people to see their way out safely when there is not enough natural light. Based upon this I would recommend that additional emergency lighting be installed upon external escape routes as soon as possible by a qualified company as to the requirements of BS5266-1:2016. Particular attention should be paid to the rear fire escape route leading through the passageway and also along the side of the building.

Recommend revise and review.

Sensor light for gate down path

Automatic Fire Suppression Systems

Automatic Fire suppression systems are designed to extinguish a small fire without the required intervention of an individual.

5.1	Are any automatic fire suppression systems installed?	YES	NO	
DETAILS:				
5.2	Is a sprinkler system installed?	YES	NO	
DETAILS:				
5.3	Are all automatic fire suppression systems connected to the main fire alarm system?	YES	NO	N/A
5.4	Are all automatic suppression systems (as detailed above) subject to appropriate routine maintenance?	YES	NO	N/A
5.5	Are there any hydrants or dry/wet risers?	YES	NO	
5.6	If installed, are the hydrants or dry/wet risers subject to appropriate annual testing?	YES	NO	N/A

Comments & Recommendations:

Not applicable

SOURCES OF IGNITION

6.1	Has the Electrical Installation (fixed wiring) been tested within the past 5 years?	YES	NO	
6.2	Is the location of the main electrical cut-off point clearly marked and known?	YES	NO	N/A
6.3	Have Portable Electrical Appliances been PAT tested?	YES	NO	
6.4	Is there a reasonable limitation on the use of extension leads and adaptors?	YES	NO	N/A
6.5	Is there managerial control of personal electrical items?	YES	NO	N/A
6.6	Is the location of the main Gas cut-off point clearly marked and known?	YES	NO	N/A
6.7	Have gas installations been tested & certificated?	YES	NO	N/A
6.8	Is LPG used and stored correctly?	YES	NO	N/A
6.9	Is the use of portable heaters avoided as far as is practicable?	YES	NO	N/A
6.10	Is the use of more hazardous types (e.g. radiant bar fires or liquid fuel appliances) avoided?	YES	NO	N/A
6.11	Are there any other significant sources of ignition?	YES	NO	

Comments & Recommendations:

6.2 + 6.6. The mains electrical and mains gas cut-off points must be clearly marked. This will allow anyone needing to cut off the power or gas supply to the building in the event of an emergency to clearly see their locations if required.

Recommend review.

*Make
BIG
SIGNS
FOR WHERE
they are
Disaster
guide.*

Cooking

7.1	Does Cooking take place – other than kettle, toaster and microwave?	YES	NO	
7.2	If so- does this involve the use of deep fat fryers or a cooking range?	YES	NO	N/A
7.3	Are suitable and sufficient extinguishing appliances available?	YES	NO	N/A
7.4	Are emergency cut-off switches/valves provided, accessible and with appropriate signage?	YES	NO	N/A
7.5	If applicable – are all filters and extraction units degreased & cleaned?	YES	NO	N/A

Comments & Recommendations:

All appears to be in order.

Smoking

8.1	Is smoking prohibited in the building?	YES	NO	
8.2	Are there appropriate external smoking areas?	YES	NO	N/A

Comments & Recommendations:

8.2. It is recommended that the ceramic plant pot used to dispose of old cigarettes be emptied on a regular basis (see photo 1) to avoid overfilling and potential fire risk. Ideally an enclosed cigarette bin should be provided and maintained regularly.

Recommend revise and review.

more send

Other Hazards

9.1	Are there any other hazards (e.g. forklift trucks) on site?	YES	NO	
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Comments & Recommendations:

Not applicable.

GENERAL HOUSEKEEPING

10.1	Are large/abnormal amounts of combustible materials stored on the premises?	YES	NO	N/A
10.2	If so, are storage arrangements adequate?	YES	NO	N/A
10.3	Do combustible materials appear to be separated from potential Ignition Sources?	YES	NO	
10.4	Are large quantities of highly flammable materials present on the premises?	YES	NO	N/A
10.5	If so, are storage arrangements adequate?	YES	NO	N/A
10.6	Are highly flammable materials kept apart from potential Ignition Sources?	YES	NO	
10.7	Are any Oxygen cylinders store correctly	YES	NO	N/A
10.8	Is other fuel (e.g. petrol and diesel) used and stored correctly?	YES	NO	N/A
10.9	Is furniture in good condition & any foam filling covered?	YES	NO	
10.10	Is waste collected regularly and disposed of?	YES	NO	
10.11	Is there an absence of unnecessary fire loading in close proximity to the building or available for ignition by outsiders?	YES	NO	

Comments & Recommendations

10.2 + 10.3. It is recommended that the storage of combustible materials kept within the basement lobby and upon the ground floor lobby areas be removed. Ideally the escape routes leading from the building should be kept free from combustible materials at all times (see photos 2 + 3).

It is also advised that the storage of items left inside the basement boiler room be removed and stored elsewhere away from any potential ignition sources (see photo 4). Ideally storage of items within the basement should be kept to a bare minimum.

Recommend revise and review.

✓
Mark
to tidy
S.H.

MEANS OF ESCAPE

11.1	Is the property provided with adequate provision of Means of Escape in case of fire?	YES	NO	
11.2	Can all final exit doors be easily immediately opened when necessary?	YES	NO	N/A
11.3	Are sliding, revolving or shutter doors used as Fire Exits?	YES	NO	
11.4	Are there reasonable travel distances to areas of safety?	YES	NO	
11.5	Do all doors on Escape Routes open in the direction of travel?	YES	NO	N/A
11.6	Are disabled refuges provided?	YES	NO	N/A
11.7	If so – are appropriate communications provided?	YES	NO	N/A
11.8	Are there other suitable facilities for evacuating those with disabilities?	YES	NO	N/A
11.9	Are all internal and external escape routes free of obstruction?	YES	NO	
11.10	If present – are external stairs in good repair?	YES	NO	N/A
11.11	Are there sufficient 'Fire Exit' directional signs?	YES	NO	
11.12	Are suitable & sufficient 'Fire Action' notices provided?	YES	NO	N/A
11.13	Do all final exit doors have 'Fire Exit Keep Clear' signs fitted?	YES	NO	N/A
11.14	Is there a dedicated safe Assembly Area?	YES	NO	N/A
11.15	Is a suitable Assembly Point sign provided?	YES	NO	N/A

Comments & Recommendations:

11.2 + 11.9. It is recommended that the fire escape route leading from the rear of the building be reviewed.

When using the side fire exit which leads to the outside of the building it wasn't immediately obvious that the key positioned beside the door needed to be taken from the key box to gain further access from the rear courtyard. A locked back door and a further locked gate need to be passed through to gain access to the side street where it is then possible to walk around to the fire assembly point located at the front of the building. This means of escape is not ideal as it could prove difficult to see the key hole for each door during the hours of darkness. Additional external emergency lighting may help with this issue but is limited to the first exit door. Ideally both doors should be fitted with a push pad or similar devices so that access to the fire assembly point can be made swiftly and without delay. However security may be an issue as the last gate is shared ownership and could be easily opened by an outside if fitted with a push pad device. If the doors must remain in their current state then it is essential that the exit key be positioned in direct view and clearly labeled with appropriate instructions.

It was also noted that the rear fire escape route signed to exit through room 11 may need to be altered. Upon inspection the door to room 11 has been fitted with a break glass device which will enable people to open the door via the protected thumb turn lock (see photo 5). This alone would

*Post in
welcome
pack.
Make note
of door fire
regs.*

be adequate but the door has also been fitted with a second mortise lock which if locked will stop anyone from opening the door and having further access to the final fire exit. Either the mortise locking device is removed to eliminate this risk or the fire exit route is changed using only the single fire exit located at the top of the corridor. If the exit route is to change then all signage indicating the old escape route should be removed and new fire exit directional signage should be installed instead.

no one had key

11.5. There are doors on the ground floor which open towards the flow of traffic but due to the low volume of people within the house it should not cause an issue with delaying any potential fire evacuation.

11.11 + 11.13. It is recommended that additional fire exit directional signs, fire exit keep clear signs and fire action notice signs be installed at the appropriate areas to ensure that all staff, visitors and contractors working on site can make their way from the building quickly and safely. All incorrect signage should be removed and replaced with the appropriate signs as soon as possible.

N/A

Recommend revise and review.

MEASURES TO LIMIT FIRE SPREAD & DEVELOPMENT

12.1	Where necessary are appropriate fire doors installed?	YES	NO	N/A
12.2	Where fitted – are all internal fire doors installed correctly (i.e. c/w smoke seals & self-closers)?	YES	NO	N/A
12.3	Do all self-closing devices operate efficiently?	YES	NO	N/A
12.4	Are any fire doors or fire resisting partitions damaged?	YES	NO	N/A
12.5	Are service shafts between floors adequately fire-stopped?	YES	NO	N/A
12.6	Are doors to service riser shafts to a suitable fire resisting standard?	YES	NO	N/A
12.7	Do all fire doors have 'Fire Door Keep Shut' signs?	YES	NO	N/A
12.8	Do automatic fire doors have correct signs?	YES	NO	N/A
12.9	Were any internal fire doors propped open?	YES	NO	N/A
12.10	Are there any holes/breaks in walls, floors or ceilings that could help speed the spread of fire?	YES	NO	N/A

Comments & Recommendations:

12.2. It was noted that some fire doors inside the building were missing their third fire rated hinges and also have large gaps visible around the top of the door (see photo 6). It is recommended that all missing parts be installed and adjustments be carried out to doors with gapping as soon as possible by a qualified company and as to requirements of current British standards. This will ensure that the doors work correctly if subjected to a threat of fire.

12.7. All fire doors missing their 'fire door keep shut' signs should have them fitted on both sides of the door as soon as possible. This too will help keep doors shut when not in use. Potentially containing any spread of fire.

hook side in totality ASAP

ASAP

all fire doors need 3 hinges

ACCESS & SAFETY FOR FIRE & RESCUE SERVICES

13.1	Date of last Fire Brigade inspection (if known)	Not Known		
13.2	Is access for Fire Brigade Vehicles satisfactory?	YES	NO	
13.3	Are there any obstacles for the safety of Fire Brigade personnel?	YES	NO	
13.4	Are local water supplies/hydrants adequate and located close to the building?	YES	NO	
13.5	Are the Fire & Rescue Services aware of any hazardous materials or other issues that might be hazardous when fighting fire?	YES	NO	N/A
13.6	Are suitable signs provided to warn Fire fighters of storage hazards?	YES	NO	N/A
13.7	Are suitable fire fighters' switches provided?	YES	NO	
13.8	Has the potential for fire spread to/from adjoining or adjacent building been considered by the Responsible Person?	YES	NO	N/A
13.9	Have the Fire & Rescue Services been advised of any changes to the building or occupancy?	YES	NO	N/A

Comments & Recommendations:

All appears to be in order.

FIRE RISK ASSESSMENT

The following simple Risk level Estimator is based on a more general Health & Safety Risk Level Estimator contained in BS8800:2004

Potential consequences of Fire →	SLIGHTLY HARMFUL		EXTREMELY HARMFUL
Fire Hazard↓		HARMFUL	
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 Fire Risk Assessment, and the 'fire history' of the site, it is considered that the hazard from fire (probability of ignition) at this premises is:

LOW	
MEDIUM	✓
HIGH	

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

- LOW:** *Unusually low likelihood of fire as a result of negligible potential sources of ignition.*
- 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).*
- HIGH:** *Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.*

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	

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

- SLIGHT HARM:** *Outbreak of fire very unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room that is on fire).*
- MODERATE HARM:** *Outbreak of fire could foreseeably result in injury (including serious injury) to, or death of, one or more occupants. However, it is unlike to involve multiple fatalities.*
- EXTREME HARM:** *Significant potential for serious injury or death of one or more occupants.*

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

TRIVIAL	
TOLERABLE	
MODERATE	✓
SUBSTANTIAL	
INTOLERABLE	

A suitable risk based control plan should involve effort and urgency that is proportionate to risk.

The following risk-based control plan is based on one advocated by BS8800:2004 for general Health & Safety risks:

RISK LEVEL	ACTION AND TIMESCALE
TRIVIAL	No action is required and no detailed records need to be kept.
TOLERABLE	No additional controls required, However, there might be a need for improvements that involve minor or limited cost.
MODERATE	It is essential that efforts are made to reduce the risk. Risk reduction measures 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 need for improved control measures.
SUBSTANTIAL	Considerable resources may 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.
INTOLERABLE	The premises (or relevant area) should not be occupied until the risk is reduced.

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 the recommendations made in the following section.

The Fire Risk Assessment should be reviewed regularly (at least annually) – or following any internal structural alterations, any changes of operation or any substantive changes in staff/visitors.

REQUIRED ACTION PLAN

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

TRIVIAL	
TOLERABLE	
MODERATE	✓
SUBSTANTIAL	
INTOLERABLE	

All actions have been prioritised in order of considered importance taking into account the above Fire Risk Assessment and comments made in the report

PRIORITY A: IMMEDIATE

URGENTLY REQUIRED MANAGEMENT ACTIONS
(Within one month of the date of this Fire Risk Assessment)

ITEM	ACTION REQUIRED	RESPONSIBILITY	DATE ACTIONED
2.6.	<p>It is recommended that additional automatic smoke detection be installed within the rear ground floor corridor and also outside room 4. As both areas form part of the fire escape route there must be adequate automatic smoke detection in place. This will ensure that any threat of fire is highlighted straight away and will give people working within the area the best chance of evacuation before a potential fire spreads.</p> <p>It is advised that these devices be installed by a qualified company as to the requirements of BS5839-1:2017 as soon as possible.</p> <p>Recommend revise and review.</p>	URGENT.	
3.1.	<p>It is recommended that additional A class fire cover be installed within the following areas as to comply with BS5306-8:2012.</p> <ul style="list-style-type: none"> • Basement floor – 2 x 3lt waters • 1st floor – 1 x 3lt water • 2nd floor – 1 x 3lt water <p>It was also noted that the gas boiler room within the basement area is being covered by a 6kg dry powder fire extinguisher. Ideally this fire extinguisher should be removed and replaced with a cleaner option such as a 5kg co2. It is worth noting though</p>	Advice being sought of Fire Dept.	

	<p>that this fire extinguisher does not cover the risk posed by Gas. Quotation detailing this information will follow.</p> <p>Recommend revise and review.</p>		
4.2.	<p>All escape routes from the workplace, including external ones where appropriate, should be provided with sufficient artificial lighting for people to see their way out safely when there is not enough natural light. Based upon this I would recommend that additional emergency lighting be installed upon external escape routes as soon as possible by a qualified company as to the requirements of BS5266-1:2016. Particular attention should be paid to the rear fire escape route leading through the passageway and also along the side of the building.</p> <p>Recommend revise and review.</p>	<p>investigate external lighting by gate 1/2 down path.</p>	
10.2 + 10.3.	<p>10.2 + 10.3. It is recommended that the storage of combustible materials kept within the basement lobby and upon the ground floor lobby areas be removed. Ideally the escape routes leading from the building should be kept free from combustible materials at all times (see photos 2 + 3). It is also advised that the storage of items left inside the basement boiler room be removed and stored elsewhere away from any potential ignition sources (see photo 4). Ideally storage of items within the basement should be kept to a bare minimum.</p> <p>Recommend revise and review.</p>	<p>Mark to remove + tidy</p>	
11.2 + 11.9.	<p>It is recommended that the fire escape route leading from the rear of the building be reviewed.</p> <p>When using the side fire exit which leads to the outside of the building it wasn't immediately obvious that the key positioned beside the door needed to be taken from the key box to gain further access from the rear courtyard. A locked back door and a further locked gate need to be passed through to gain access to the side street where it is then possible to walk around to the fire assembly point located at the front of the building. This means of escape is not ideal as it could prove difficult to see the key</p>	<p>In welcome pack. No visitors out of hours. unaccompanied</p>	

	<p>hole for each door during the hours of darkness. Additional external emergency lighting may help with this issue but is limited to the first exit door. Ideally both doors should be fitted with a push pad or similar devices so that access to the fire assembly point can be made swiftly and without delay. However security may be an issue as the last gate is shared ownership and could be easily opened by an outside if fitted with a push pad device. If the doors must remain in their current state then it is essential that the exit key be positioned in direct view and clearly labeled with appropriate instructions.</p> <p>It was also noted that the rear fire escape route signed to exit through room 11 may need to be altered. Upon inspection the door to room 11 has been fitted with a break glass device which will enable people to open the door via the protected thumb turn lock (see photo 5). This alone would be adequate but the door has also been fitted with a second mortise lock which if locked will stop anyone from opening the door and having further access to the final fire exit. Either the mortise locking device is removed to eliminate this risk or the fire exit route is changed using only the single fire exit located at the top of the corridor. If the exit route is to change then all signage indicating the old escape route should be removed and new fire exit directional signage should be installed instead.</p>	<p>No key exists so cannot be locked.</p>	
12.2.	<p>It was noted that some fire doors inside the building were missing their third fire rated hinges and also have large gaps visible around the top of the door (see photo 6). It is recommended that all missing parts be installed and adjustments be carried out to doors with gapping as soon as possible by a qualified company and as to requirements of current British standards. This will ensure that the doors work correctly if subjected to a threat of fire.</p>	<p>URGENT.</p>	

PRIORITY B: MEDIUM TERM

REQUIRED MANAGEMENT ACTIONS

(Within 3-4 months from the date of this Fire Risk Assessment- or as soon as practicable).

ITEM	ACTION REQUIRED	RESPONSIBILITY	DATE ACTIONED
1.1.	At the time of assessment a Fire Procedure was not evidently in place. A suitable and sufficient set of fire procedures should be in place detailing what action has to be taken in the event of a fire. An Emergency Plan takes into account all foreseeable circumstances and must be made available to all those who need to be aware of it. Procedures to be followed should be clearly indicated throughout the building. Consideration should be given to all people likely to be present in the workplace & others who share the building. The responsible persons should liaise with others in the building to ensure procedures/plans are coordinated.	IT IS NO ISSUE. On all doors, welcome packs + log on reception	
1.6.	It is recommended that a fire drill be carried out every six months. Last inputted date within the fire log book was 23 rd June 2017. This should be carried out as soon as possible and documented within the log book when completed.	Up to date	
1.7.	It is recommended that the fire alarm system be tested every week not monthly as inputted in the fire log book.	It is.	
1.8.	It is recommended that the emergency lighting be tested every month. Last inputted date carried out on 6/11/2015.	It is, sheets in Prop Check log	
1.9 – 1.11.	Regular inspections of fire appliances, routine checks of fire / final exit doors and fire safety signs must be carried out. All findings should be documented within the fire log book and any inadequacies should be highlighted repaired/replaced as soon as possible by a qualified company. Recommend review.	All done by Npton Fire. Visual checks logged in Prop Check log	
6.2 + 6.6.	The mains electrical and mains gas cut-off points must be clearly marked. This will allow anyone needing to cut off the power or gas supply to the building in the event of an emergency to clearly see their locations if	Big signs on basement making clear.	

	required. Recommend review.		
8.2.	It is recommended that the ceramic plant pot used to dispose of old cigarettes be emptied on a regular basis (see photo 1) to avoid overfilling and potential fire risk. Ideally an enclosed cigarette bin should be proved and maintained regularly. Recommend revise and review.	Actioned by cleaner.	
11.5.	There are doors on the ground floor which open towards the flow of traffic but due to the low volume of people within the house it should not cause an issue with delaying any potential fire evacuation.	noted.	
11.11 + 11.13.	It is recommended that additional fire exit directional signs, fire exit keep clear signs and fire action notice signs be installed at the appropriate areas to ensure that all staff, visitors and contractors working on site can make their way from the building quickly and safely. All incorrect signage should be removed and replaced with the appropriate signs as soon as possible. Recommend revise and review.	Reviewing upon refurb.	
12.7.	All fire doors missing their 'fire door keep shut' signs should have them fitted on both sides of the door as soon as possible. This too will help keep doors shut when not in use. Potentially containing any spread of fire.	Reviewing upon refurb	

PRIORITY C: LONG TERM

LONG TERM OR ONGOING REQUIRED ACTIONS & RECOMMENDATIONS

ITEM	ACTION REQUIRED	RESPONSIBILITY	DATE ACTIONED
1.10	Inspect all internal fire doors at least monthly to ensure: <ul style="list-style-type: none">• Intumescent smoke seals are in place and not damaged• Self-closing devices operate correctly• Doors are not damaged	Added to monthly Prop checks	
1.11	Visually inspect all fire safety signs at least monthly to ensure they are clean, undamaged and clearly visible.	As above.	
1.14.	Continue to maintain accurate & comprehensive records of all inspections, tests and routine maintenance visits in the fire log book. Provide staff with details of all substantive conclusions resulting from this fire risk assessment.	Noted	

RELEVANT PHOTOS

Photo 1



Photo 2



Photo 3



Photo 4



Photo 5

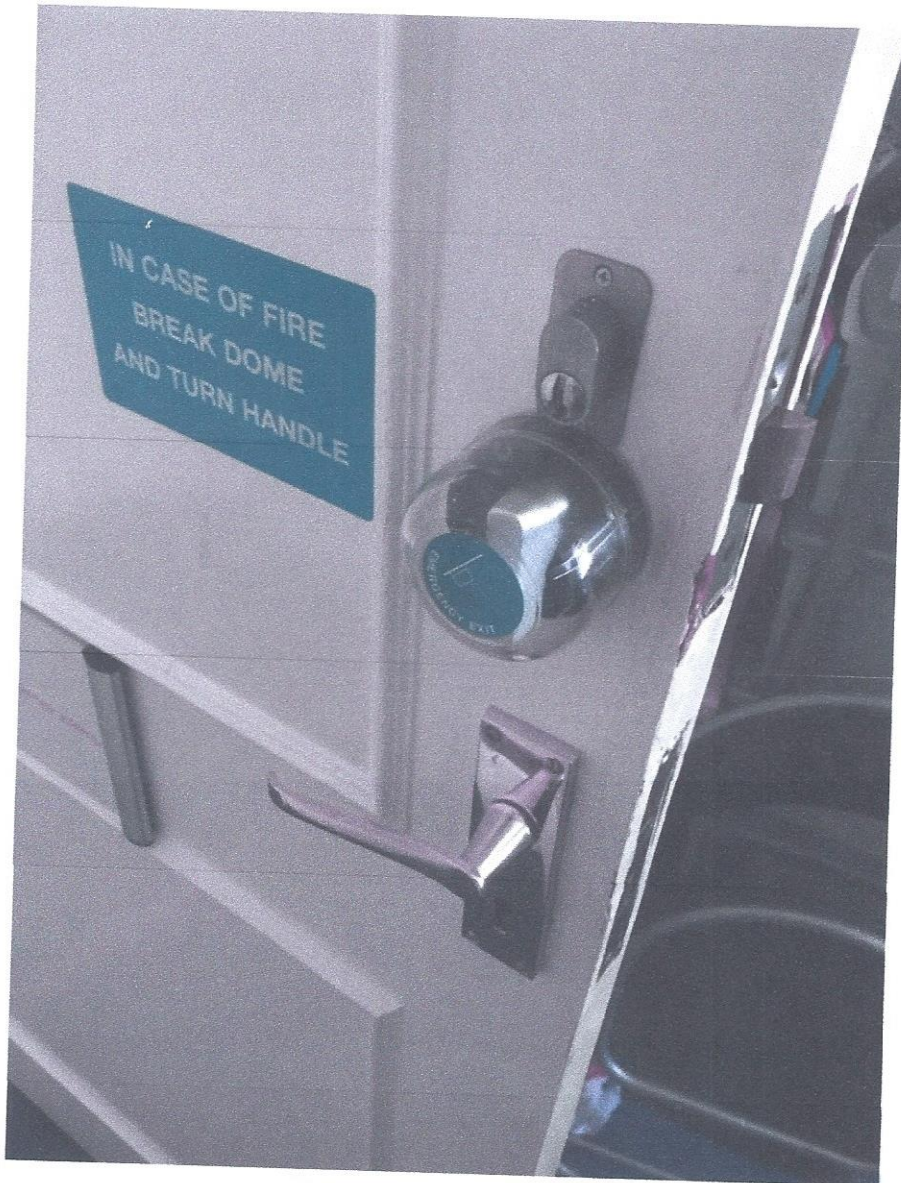


Photo 6

