

# Fire Risk Assessment and Action Plan for

## Castle Court Cathedral Road Cardiff



<b>Visit Date:</b>	<b>04/10/2018</b>
<b>Date of Previous Risk Assessment:</b>	<b>Initial by Phoenix</b>
<b>Recommended Review Date: 1)</b>	<b>04/10/2019</b>
<b>Report Prepared by:</b>	<b>NA Morgan GI Fire E</b>
<b>Responsible Person:</b>	<b>Mrs Tracey Holloway</b>

**FRA No.82069-04102018/2**

# 2018

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**Introduction**

This guidance can be used for most small and medium-sized businesses; however, the responsible person will need to decide whether it will provide suitable and sufficient detail to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005. PHOENIX provides this guide in order to assist businesses in improving fire safety at their premises but emphasise that the person completing it should be competent to do so. PHOENIX also emphasise that the content of the risk assessment and the identification and addressing of any significant findings are the responsibility of the responsible person. The use of this risk assessment template will not prejudice any enforcement action that may be taken by the local Fire Authority, or Government Fire Safety Officer as a result of significant fire safety deficiencies found during an audit. This document suggests information that should be contained in a fire risk assessment record. When completed in accordance with all suggestions it may serve as a record of a fire risk assessment as required by the Regulatory Reform (Fire Safety) Order 2005. From the time these Regulations came into force it is a requirement for all employers to:

- Carry out a fire risk assessment of the workplace taking into consideration all employees and all other people who may be affected by a fire in the workplace, and to make adequate provision for any disabled people with special needs who use or may be present in the premises.
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire. If more than five people are employed it is a requirement that these significant findings are recorded; (However, it is recommended that a written record is produced on all occasions to assist with the process of ongoing reviews).
- Provide and maintain such fire precautions as are necessary to safeguard those who use the workplace; and
- Provide information, instruction and training to employees about the fire precautions in the workplace. The recording of information within this document should be in a narrative format and not simply a Yes or No answer to a question. Narratives may be found at the end of each section if appropriate

**GENERAL STATEMENT OF POLICY**

It is the policy of **Castle Court** to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities. The company will provide and maintain safe and healthy working conditions, equipment and safe systems of work for all employees, and to provide such information, training and supervision as they need for this purpose. The company will give a high level of commitment to health and fire safety and will comply with all statutory requirements.

**The purpose of this report is to provide an assessment of the risk to life from fire in these 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.**

- 1) This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT**

**1. THE PREMISES**

1.1 Number of floors:	5		
1.2 Approximate floor area: m2	<u>Per Floor:</u>	<u>Gross:</u>	<u>On Ground Floor:</u>
		750	
1.3 Brief details of construction:	Traditionally built building of stone and Brick with a slate or composite slate roof. Some of the external walls are also covered in a form of steel cladding. It consists of a Basement, Ground and 5 floors		
1.4 Use of premises:	<b>These premises are used as:</b> Multi Occupancy Offices for various companies		

**2. THE OCCUPANTS**

2.1 Approximate maximum number:	108
2.2 Approximate number of employees at any one time:	2
2.3 Maximum number of members of public at any one time:	Variable
2.4 Associated times/hours of occupation:	08:30 – 17:00 with some overnight working

**3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE**

3.1 Sleeping occupants:	0
3.2 Disabled occupants:	Variable visitors may be disabled
3.3 Occupants in remote areas and lone workers:	0
3.4 Young persons:	0
3.5 Others:	

Comments on Section 3: - This building is occupied by a number of companies who rent office space from Castle Court. A full list of companies can be found at the main entrance to the building and also within this document. (see appendices 1) This building is not DDA approved therefore no offices have DDA ability

<b>Occupancy Profile</b>						
Maximum number of persons in the <b>most highly occupied compartment</b> to be affected by an uncontrolled fire within 30 mins, assuming no evacuation. (Approximately)	WEEKDAYS			WEEKENDS		
	0000 to 0600	A		0000 to 0600	A	
	0600 to 1200	D		0600 to 1200	D	
	1200 to 1800	D		1200 to 1800	D	
	1800 to 2400	A		1800 to 2400	A	
<b>Enter range – A= &lt;20, B=20-49, C=50-99, D=100-1000, E=&gt;1000, 0= None</b>						
Description of Occupants	Mobility Issues	None	Average Mobility	Good	Vulnerability Issues	Unknown
<b>Further information if required</b>						

**4. FIRE LOSS EXPERIENCE**

None

**5. OTHER RELEVANT INFORMATION**

Directly employed staff should be informed of fire safety instructions during their induction period and are required to complete the mandatory Fire Safety training within the early weeks of employment. Portable Fire Extinguishers are supplied as measures for staff to fight fires (if trained) or to use as a method of assisting in the escape past a fire to an approved exit.

**6. RELEVANT FIRE SAFETY LEGISLATION THAT MAY COVER THIS ASSESSMENT**

6.1 The following fire safety legislation applies to these premises:

The Regulatory Reform (Fire Safety) Order 2005

6.2 The above legislation is enforced by: **Local Fire Authority**

South Wales Fire and Rescue Service

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010):

**BS 9999:2008** - Code of practice for fire safety in the design, management and use of buildings.  
**Approved Document Part B** Technical guidance on Schedule 1 of the Building Regulations about fire safety Wales. *(If applicable)*  
**Approved Document Part B** Technical guidance on Schedule 1 of the Building Regulations about fire safety England *(If applicable)*.  
**BS 5839-1:2017** - Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises  
**BS 5499-10:2014** - Guidance for the selection and use of safety signs and fire safety notices  
**BS 5266-1:2011** - Emergency lighting. Code of practice for the emergency escape lighting of premises.  
**Approved Document M** - Access to and Use of Buildings  
**Approved Document K** - Protection from falling, collision and impact  
**BS 5306-8:2012** - Fire extinguishing installations and equipment on premises.  
**BS EN 3-10:2009** - Portable fire extinguishers. Provisions for evaluating the conformity of a portable fire extinguisher to EN 3-7

6.4 The legislation to which 6.3 makes reference is enforced by:

Government Fire Inspections Group (If applicable) - Local Fire Authority - H.M. Health and Safety Executive - Government body responsible for the encouragement, regulation and enforcement of workplace Health, Safety and Welfare in Great Britain.

6.5 Comments:

**References used to complete this risk assessment:**

Regulatory Reform Fire Safety Order 2005  
 Approved Document B - Fire Safety - Building Regulations 2010 (England or Wales as appropriate)  
 Approved Document M - Access to and use of buildings - Building Regulations 2010  
 BS9999:2008 - Code of practice for fire safety in the Design, Management and Use of Buildings  
 Health & Safety at Work Act 1974  
 BS 5499 - Safety Signs and Signals  
 BS 5839-1:2017 - Fire Detection and Fire Alarm Systems for Buildings  
 BS 5306- 3 & 8:2012 - Fire extinguishing, installations and equipment on premises  
 BS 5266-1:2011- Emergency Lighting  
 Local Fire Contingency Plans  
 RRFSO Article 10 Principles of Prevention to be Applied Part 3 of Schedule 1  
 Equality Act 2010  
 Occupiers Liability Act 2010

**PLEASE NOTE THIS RISK ASSESSMENT DOCUMENT IS GENERIC AND SOME OF THE REFERENCES LISTED ABOVE MAY NOT APPLY**

**Part 2 – Fire Hazards and their Elimination or Control**

**Note:**

- On the following pages, where the answer is 'Yes', Identified Hazards described in the boxes below.
- Where the answer is 'No', the deficiencies are completed in the boxes below.
- Where the answer is 'N/A', General Comments may be placed / described in the box provided.

7. ELECTRICAL SOURCES OF IGNITION		N/A	YES	NO
7.1	Reasonable measures taken to prevent fires of electrical origin?		✓	✗
7.2	<b>More specifically:</b>			
i	Fixed installation periodically inspected and tested?		✓	
ii	Portable appliance testing (where appropriate) carried out?		✓	
iii	Suitable policy regarding the use of personal electrical appliances?		✓	
iv	Suitable limitation of trailing leads and adapters?		✓	

**Identifiable Hazards:**

- Portable electrical equipment
- Personal equipment
- Improper Management of Fire Safety

**Existing Control Measures:**

- Electrical Installation is checked annually and was found to be in date at time of the assessment.
- P.A.T. Testing was carried out on [Click here to enter a date.](#)
- Maintenance Team inspect all leads, adaptors and plugs periodically
- Staff instructed to visually check leads and cables periodically
- Trailing leads were not kept to a minimum.
- There is a suitable H & S Policy in place. Dated - 01/08/2018
- There is a suitable Fire Policy in place. Dated – 01/08/2018

**Deficiencies:**

- None at time of assessment

**Remedial Action Required:**

- None at time of assessment

**Guidance or recommendations?**

- Portable appliance testing is to be carried out on all equipment on site and a written record kept in a suitable place
- All users of electronic equipment should ensure that their personal electrical equipment is of a suitable standard for use within the premises and we recommend that a check of the equipment is made BEFORE permission is given.
- They are to be examined on a regular basis with a proviso that if found defective they MUST NOT be used.
- They MUST also be switched off when not in use to assist in preventing electrical fires.
- For further guidance and information please read: - BS 7671 IEE Wiring Regulations; Electricity at Work Regulations 1989

8. SMOKING		N/A	YES	NO
8.1	Reasonable measures taken to prevent fires as a result of smoking?		✓	
8.2	<b>More Specifically:</b>			
i	Smoking prohibited on the premises?		✓	
ii	Smoking prohibited in appropriate areas?		✓	
iii	Suitable arrangements for those who wish to smoke?		✓	
iv	This policy appeared to be observed at time of inspection?		✓	

**Identifiable Hazards:**

- Accidental fires from discarded smoking materials and the possible sub-standard condition of upholstery within the premises. Smoking in 'Non-smoking' areas.

**Existing Control Measures:**

- Government legislation was introduced in the Health & Safety Act 2007 which prohibits smoking in all public buildings in England and Wales.
- Staff observed smoking inside premises will be disciplined by Line Manager or appropriate Supervisor.

Part 2 – Fire Hazards and their Elimination or Control

<ul style="list-style-type: none"> <li>• <b>Castle Court</b> operate a non-smoking premise. Sanctions are taken against staff and guests in the event of a breach of the rule.</li> <li>• There is a smoking area to the rear of the premises</li> </ul>
<b>Deficiencies:</b>
<ul style="list-style-type: none"> <li>• <b>None at time of assessment</b></li> </ul>
<b>Remedial Action Required:</b>
<ul style="list-style-type: none"> <li>• <b>None at time of assessment</b></li> </ul>
<b>Guidance or recommendations?</b>
None at Present other than a constant monitoring of the No Smoking Policy

9. ARSON		N/A	YES	NO
9.1	Does basic security against arson by outsiders appear reasonable? (2)		✓	
9.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?		✓	

<b>Identifiable Hazards:</b>
<ul style="list-style-type: none"> <li>• Risk of ignition to external storage via malicious means from person or persons unknown</li> </ul>
<b>Existing Control Measures:</b>
<ul style="list-style-type: none"> <li>• Management Fire Safety Arrangements for the external storage of waste</li> <li>• External Housekeeping is checked regularly.</li> <li>• An Arson Reduction Policy is in place within the Fire Safety Plan / Policy.</li> </ul>
<b>Deficiencies:</b>
<ul style="list-style-type: none"> <li>• None at time of assessment</li> </ul>
<b>Remedial Action Required:</b>
<ul style="list-style-type: none"> <li>• None at time of assessment</li> </ul>
<b>Guidance or recommendations?</b>
(2) Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

10. PORTABLE HEATERS AND HEATING INSTALLATIONS		N/A	YES	NO
10.1	Is the use of portable heaters avoided as far as practicable?		✓	
10.2	If portable heaters are used - Is the use of the more hazardous type (e.g. radiant bar fires or l.p.g. appliances) avoided?	✗		
10.3	Are suitable measures taken to minimize the hazard of ignition of combustible materials?		✓	
10.4	Are fixed heating installations subject to regular maintenance?		✓	

<b>Identifiable Hazards:</b>
<ul style="list-style-type: none"> <li>• Heating within the premises is provided may not be serviced to an appropriate standard.</li> </ul>
<b>Existing Control Measures:</b>
<ul style="list-style-type: none"> <li>• Heating within the premises is provided by GAS</li> </ul>
<b>Deficiencies:</b>
<ul style="list-style-type: none"> <li>• <b>None at time of assessment</b></li> </ul>
<b>Remedial Action Required:</b>
<ul style="list-style-type: none"> <li>• <b>None at time of assessment</b></li> </ul>
<b>Guidance or recommendations?</b>

11. COOKING		N/A	YES	NO
11.1	Are reasonable measures taken to prevent fires as a result of cooking?		✓	
11.2	<b>More specifically:</b>			
i	Filters changed and ductwork cleaned regularly?		✓	
ii	Suitable extinguishing appliances available?			

<b>Identifiable Hazards:</b>
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**Part 2 – Fire Hazards and their Elimination or Control**

- Unattended cooking processes resulting in burning food
- Risk of ignition of inner lining of flue due to lack of maintenance or build-up of residue

**Existing Control Measures:**

- Suitable extinguishing media (extinguishers & blankets) is placed within a suitable travel distance to the ignition source. Appropriate fire detection conforming to BS 5839-1:2017 should be used within the area

**Deficiencies:**

- **None at time of assessment**

**Remedial Action Required:**

- **None at time of assessment**

**Guidance or recommendations?**

12. LIGHTNING		N/A	YES	NO
12.1	Does the premises have a lightning protection system?		✓	

**Identifiable Hazards:**

- Lightning strike to building which could cause fire or also give rise to a power surge.

**Existing Control Measures:**

- Lightning protection is of the \_\_\_\_\_ type and is serviced by \_\_\_\_\_
- Lightning Rod Test is due on - \_\_\_\_\_

**Deficiencies:**

- **If lightning rods are fitted please enter dates here**

**Remedial Action Required:**

- \_\_\_\_\_

**Guidance or recommendations?**

Buildings with more than one level should be protected against lightning strikes to comply with BSEN 62305 Part 4 of the standard provides information for the design, information, maintenance and testing of lightning electromagnetic impulse protection or Surge Protection Measures (SPM) that may be used within a structure.

13. HOUSEKEEPING		N/A	YES	NO
13.1	Is the standard of housekeeping adequate?			✗
13.2	<b>More specifically:</b>			
i	Suitable extinguishing appliances available?		✓	
ii	Combustible materials appear to be separated from ignition sources?		✓	
iii	Avoidance of unnecessary accumulation of combustible materials or waste?			✗
iv	Appropriate storage of hazardous materials?			✗

**Identifiable Hazards:**

- Build-up of combustibles in areas such as cupboards, under stairs and on exit routes will add to the fire loading of the building and could also hinder the evacuation of staff, visitors and other persons within the building

**Existing Control Measures:**

- Areas are checked regularly by an on-site engineer.

**Deficiencies:**

**Front and Rear Basements**  
The electrical switch cupboard has storage within, was found to be unlocked, and has breaches within the wall/ceiling.

**Second Floor**  
The storage of combustibles in WHS office is excessive.

**Remedial Action Required:**

- Removal of all storage from all electrical switch rooms
- The storage in WHS is excessive. This adds to the fire loading of the compartment. Should a fire take place then the compartment may not sustain the severity of the fire. This can easily be remedied by reducing the amount of the boxes and paper stored within the room or having them placed into metal cabinets which are locked when not in use.

*look*



- Please see the comments in Section 18 regarding the breaches in the walls.

**Guidance or recommendations?**  
All compartments MUST be able to sustain a 30 minute fire protection to prevent the spread of smoke and or flame.

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS		N/A	YES	NO
14.1	Are fire safety conditions imposed on outside contractors?		✓	
14.2	Is there satisfactory control over works carried out on the premises by outside contractors (including "hot work" permits)?		✓	
14.3	If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of "hot work" permits?		✓	

**Identifiable Hazards:**

- Risk of naked flame causing fire or injury to staff, building and employees.

**Existing Control Measures:**

- Method statement and hot works permit are obtained from all contractors for any works carried out.
- Building Manager / supervisor must ensure that the controls mentioned in the method statement are suitably managed.

**Deficiencies:**

- None at time of assessment

**Remedial Action Required:**

- None at time of assessment

**Guidance or recommendations?**  
All contractors must supply the owner with a suitable Method Statement before commencing any hot works on the premises. A 1 Hour time frame must exist before contractors leave after hot works are completed

15. DANGEROUS SUBSTANCES		N/A	YES	NO
15.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	✗		
15.2	If 15.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	✗		

**Identifiable Hazards:**

- Risk of naked flame or contaminated air causing explosion, fire or injury to staff, building and visitors

**Existing Control Measures:**

- N/A

**Deficiencies:**

- N/A

**Remedial Action Required:**

- N/A

**Guidance or recommendations?**  
Further advice if Dangerous Substances are used can be found in: -DSEA Regulations 2002 & INDG 370 DSEAR HSE Guide

**16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS**

**Identifiable Hazards:**

- N/A

**Existing Control Measures:**

- N/A

**Deficiencies:**

- N/A

**Remedial Action Required:**

- N/A

**Guidance or recommendations?**

Part 2 – Fire Hazards and their Elimination or Control

Risk Level in this Section

Harm Level in this Section

Low <input type="checkbox"/>	Tolerable <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Substantial <input type="checkbox"/>	High <input type="checkbox"/>
Trivial <input type="checkbox"/>	Tolerable <input type="checkbox"/>	Moderate <input checked="" type="checkbox"/>	Substantial <input type="checkbox"/>	Intolerable <input type="checkbox"/>

**Part 3 – Fire Protection Measures**

17. MEANS OF ESCAPE FROM FIRE		N/A	YES	NO
17.1	It is considered that the premises are provided with reasonable means of escape in case of fire? (This can be aided by a hand drawn plan).		✓	
<b>17.2</b>	<b>More specifically:</b>			
i	Adequate design of escape routes?		✓	
ii	Adequate provision of exits? (State the capacity of each exit)		✓	
iii	Exits easily and immediately openable where necessary?		✓	
iv	Fire exits open in direction of escape where necessary?		✓	
v	Satisfactory means for securing exits?		✓	
<b>Reasonable distances of travel:</b>				
vi	Where there is a single direction of travel? (State the distance of maximum travel)		✓	
vii	Where there are alternative means of escape? (State the distance of maximum travel)		✓	
viii	Suitable protection of escape routes? (Fire resisting construction)		✓	
17.3	It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people. (Describe the arrangements below)		✓	
i	Escape routes unobstructed?			✗
ii	Does the evacuation plan fit with the floor space factors?		✓	
iii	Identify dead end corridors. (Are they appropriately covered?)		✓	
iv	Identify inner rooms. (Are they appropriately covered?)		✓	
v	Avoidance of sliding or revolving doors as fire exits where necessary?		✓	

**Identifiable Hazards:**

- Inability of any staff, residents or visitors to escape by a clear route when evacuating the building

**Existing Control Measures:**

All areas were clear, with the exception of a comment below

All escape routes are suitable for the premises allowing the staff and visitors egress from the building.

- The main escape routes through the front and rear doors has a minimum single door width of 800cm capable of allowing 100 persons to evacuate from each floor to the ground floor exits within the desired time of two and a half minutes.

- Travel Distances                      Relative Safety                      Complete Safety

All offices, all floors	>6m	35m (via stairs)
Basement	4m	6m

All other areas had adequate 2-way escape routes from the premises and fire construction provided a minimum of ½ hour fire resistance.

There were no inner rooms

**Deficiencies:**

- Please add to this FRA the procedure for evacuating disabled users (if any) from the building and the names of persons trained to assist with this. If there is no one trained then nominations should be sought for training immediately.

- Photocopier on escape route *not an obstruction or viewed as one in 20 years.*

**Remedial Action Required:**

- It is recommended that the photocopier be removed.
- The external stone steps leading to the car park from the rear basement require the nosing's to be painted.

**Guidance or recommendations?**

- The effective Management of Fire Safety in any existing premises is critical to ensure that not only are there appropriate general fire precautions in place but that they are planned, organised, controlled, monitored and reviewed as required by Article 11 of the Regulatory Reform (Fire Safety) Order 2005.
- A 'worst case scenario' exercise is recommended at all premises to ensure that when there are vulnerable times throughout the working day e.g. when staffing levels are at their lowest or late at night if appropriate, to ensure that the fire escape plan works successfully. Any flaws highlighted in the plan should be addressed and the plan altered to accommodate any defects or concerns raised.

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18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT		N/A	YES	NO
18.1	It is considered that there is: Compartmentation of a reasonable standard (3)	X		X
i	Reasonable limitation of linings that might promote fire spread.		✓	
18.2	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? 3), 4)	X		

**Identifiable Hazards:**

- Inability of staff and cutomers to escape to a place of relative and eventual ultimate safety without travelling over the expected distance when evacuating the building because of areas filling with smoke.

**Existing Control Measures:**

- Doors are checked regularly by an on-site engineer

**Deficiencies:**

- A number of fire doors were found to be not up to the required standard (please see list below)
- There were also a number of 'breaches' in the walls

**Remedial Action Required:**

- All fire doors are to be checked and brought back up to the required standard as laid down in BS 476. A number have been fitted with hot and cold smokes seals but these are now preventing the doors from closing properly. Breaches (holes) within compartments should be sealed with a suitable intumescent sealer capable of giving a minimum of ½ hour fire resistance. No fire doors should be wedged open, this allows the travel of smoke and flame and negates the purpose for which the doors are intended. This practice should cease immediately!!
- The front basement Comms Room has breaches in the walls and ceiling. —
- Fire door (marked 5) requires smoke seals.
- The door leading to the front basement switch room requires door seals.
- Corridor door near reception is snagging on the floor plate
- Doors to the basement and kitchen near reception were both wedged open.
- The door to Coed Cadw Woodland Trust (Door 1) is not seating on its rebate due to an airlock effect, and the door handle was found to be defective.
- The door into 3SC is not closing onto its rebate.
- Door 12 is also not closing onto its rebate.
- Corridor doors are not closing against each other.
- Door 3 leading to the lobby is not seating against its rebate.
- There are holes in the fire door leading to Wales CRC (Door 2)
- The double doors adjacent to CRC are not shutting properly.

**Third Floor**

- Coffee Room door from the stairwell was snagging on the door latch, preventing it from closing properly.
- Fire resisting glazing in the corridor on one of the external windows requires replacing as it is cracked. *Outstanding*
- The door to "Plimsole Productions" (Marked Door 1) is not closing against its rebate
- There is no AFD in the Comms Room, and the door needs an intumescent air vent. This door has had a vent placed into it to reduce the temperature in the room. This makes the fire door there ineffective and will not prevent the travel of smoke and flame. An intumescent vent **MUST** be fitted to the door or the vent removed and the door replaced. — *Check*
- AFD should be fitted to the comms room *Check*

**Guidance or recommendations?**

Compartmentation forms a major part in reducing all fire prevention and smoke spread within a building. Lack of the correct compartmentation may result in a quicker spread of fire and loss of life and property

3) Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

4) A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

19. EMERGENCY ESCAPE LIGHTING		N/A	YES	NO
19.1	Reasonable standard of emergency escape lighting system provided? 5)			X

<b>Identifiable Hazards:</b>	<ul style="list-style-type: none"> <li>Inability of staff and cutomers to see the escape route when evacuating the building because of areas filling with smoke.</li> </ul>
<b>Existing Control Measures:</b>	<ul style="list-style-type: none"> <li>During hours of Darkness the premise is reliant on Emergency Lighting to illuminate escape routes and permit staff to leave the building safely.</li> <li>Emergency Lighting certificate was dated –</li> <li>Electrical system certificate was dated -</li> </ul>
<b>Deficiencies:</b>	<ul style="list-style-type: none"> <li>There is no external emergency lighting at the exit adjacent to the lift room, in the rear basement. <i>Please check.</i></li> </ul>
<b>Remedial Action Required:</b>	<ul style="list-style-type: none"> <li>We recommend that a light be fitted to the external are by the door to allow staff the ability to see their exit route. This are also opens into a covered area so ambient lighting will not be sufficient.</li> </ul>
<b>Guidance or recommendations?</b>	<p>BS 5266 recommends the provision of horizontal illumination at floor level along the centre line of a defined escape route (permanently unobstructed) not less than 1 lux, and 0.5 lux for anti-panic areas, to exclude a 0.5m border around the route. In addition, for escape routes of up to 2m wide, 50% of the route width should be lit to a minimum of 1 lux. Wider escape routes can be treated as a number of 2m wide bands.</p> <p><b>Monthly emergency lighting tests</b> All emergency lighting systems must be tested monthly. The test is a short functional test in accordance with BS EN 50172:2004 / BS 5266-8:2004. The period of simulated failure should be sufficient for the purpose of this test while minimising damage to the system components, e.g. lamps. During this period, all luminaires and signs shall be checked to ensure that they are present, clean and functioning correctly.</p> <p><b>Annual emergency lighting tests</b> A test for the full rated duration of the emergency lights (e.g. 3 hours) must be carried out. The emergency lights must still be working at the end of this test. The result must be recorded and, if failures are detected, these must be remedied as soon as possible. It is common for fire alarm servicing companies to carry out the annual emergency light 'drain' test at the same time as they carry out fire alarm system maintenance, as this fills the waiting time of the 'drain' test with useful activity.</p> <p>5) Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.</p>

20. FIRE SAFETY SIGNS AND NOTICES		N/A	YES	NO
20.1	Reasonable standard of fire safety signs and notices?		✓	

<b>Identifiable Hazards:</b>	<ul style="list-style-type: none"> <li>Inability of staff, residents and visitors to exit the building in the event of a fire by have incorrect, wrongly placed or missing signage.</li> </ul>
<b>Existing Control Measures:</b>	<ul style="list-style-type: none"> <li>All signs and notices were suitable at the time of assessment</li> </ul>
<b>Deficiencies:</b>	<ul style="list-style-type: none"> <li>None at time of assessment</li> </ul>
<b>Remedial Action Required:</b>	<ul style="list-style-type: none"> <li>None at time of assessment</li> </ul>
<b>Guidance or recommendations?</b>	<ul style="list-style-type: none"> <li>Signs fitted should be BS 5499 compliant and correctly sited.</li> <li>Mandatory Blue signage should be in place e.g fire doors and fire notices.</li> <li>Red Fire Signage should be in place for life safety equipment e.g. FFE and call points</li> <li>Green and White Directional signs should be in place to assist relevant persons to safe corridors / conditions</li> </ul>

21. MEANS OF GIVING WARNING IN CASE OF FIRE		N/A	YES	NO
21.1	Reasonable manually operated electrical fire alarm system provided? 6)		✓	
21.2	Automatic fire detection provided?		✓	
i	(throughout premises)		✓	✗
ii	(part of premises only)		✗	

21.3	Remote transmission of alarm signals?		✓	
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<b>Identifiable Hazards:</b>				
<ul style="list-style-type: none"> <li>• People within the building not being informed / warned that there is a fire on the premises.</li> <li>• Early enough warning not given and evacuation not taking place quickly enough thus resulting in possible loss of life.</li> </ul>				
<b>Existing Control Measures:</b>				
<ul style="list-style-type: none"> <li>• Fire alarm is checked weekly by an on-site engineer and recorded in the log book</li> <li>• AFA is Zonal</li> <li>• Last annual tested on 05/06/2017 by Waveley</li> </ul>				
<b>Deficiencies:</b>				
<ul style="list-style-type: none"> <li>• Please see comment in Section 18 re AFD in the comms room</li> </ul>				
<b>Remedial Action Required:</b>				
<ul style="list-style-type: none"> <li>• Please see comment in Section 18 re AFD in the comms room</li> </ul>				
<b>Guidance or recommendations?</b>				
<ul style="list-style-type: none"> <li>• An approved fire detection and warning system should be in place which is suitable to the risk and complies with BS 5839:1-2017.</li> <li>• All systems should be checked weekly with a different alarm point and detector (if fitted) activated on each occasion. This will ensure that the whole alarm system is checked throughout the year.</li> <li>• All manual alarm (Break Glass) points should activate the alarm and should be located near exits or on exit routes as laid down in the aforementioned BS 5839. Sounders and beacons, if required, should be in place and good working order.</li> </ul> <p>6) Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.</p>				

22. MANUAL FIRE EXTINGUISHING APPLIANCES		N/A	YES	NO
22.1	Reasonable provision of portable fire extinguishers?		✓	
22.2	Hose reels provided?		✓	
22.3	Are all fire extinguishing appliances readily accessible?		✓	

<b>Identifiable Hazards:</b>				
<ul style="list-style-type: none"> <li>• Lack of the proper firefighting equipment may incur more damage to the premises through fire.</li> </ul>				
<b>Existing Control Measures:</b>				
<ul style="list-style-type: none"> <li>• All extinguishers were serviced in – <b>November 2017</b></li> <li>• All firefighting equipment is manufactured, sited and serviced according to BS EN 3, &amp; BS 5306</li> <li>• All equipment is serviced by a BAFE qualified engineer.</li> <li>• Serviced by – <b>Waveley Fire and Security</b></li> </ul>				
<b>Deficiencies:</b>				
<ul style="list-style-type: none"> <li>• None at time of assessment</li> </ul>				
<b>Remedial Action Required:</b>				
<ul style="list-style-type: none"> <li>• It is good practice to keep an extinguisher record or log marking locations, type and service dates etc.</li> </ul>				
<b>Guidance or recommendations?</b>				
<ul style="list-style-type: none"> <li>• Extinguishers must be suitable and sufficient for the risk for which they are used.</li> <li>• Staff should be qualified in the design use and limitations of fire extinguishers.</li> <li>• If it is the company policy to have staff fight small fires then a practical training course should be sought</li> <li>• If the company only wish to use extinguishers to assist staff in exiting from the building, we recommend that this is laid down in the Fire Contingency Plan.</li> <li>• If not already in place we recommend a Fire Contingency or Strategy Plan is introduced</li> </ul>				

23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS		N/A	YES	NO
23.1	Type of system: None	✗		
24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT		N/A	YES	NO
24.1	Type of system: None	✗		
24.2	Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc.	✗		

<b>Identifiable Hazards:</b>	
• N/A	
<b>Existing Control Measures:</b>	
• N/A	
<b>Deficiencies:</b>	
• N/A	
<b>Remedial Action Required:</b>	
• N/A	
<b>Guidance or recommendations?</b>	

Risk Level in this Section

Harm Level in this Section

Low <input type="checkbox"/> Trivial	Tolerable <input type="checkbox"/>	Medium <input checked="" type="checkbox"/> Moderate	Substantial <input type="checkbox"/>	High <input type="checkbox"/> Intolerable <input type="checkbox"/>
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Part 4 – Management of Fire Safety

25. PROCEDURES AND ARRANGEMENTS		N/A	YES	NO
25.1	Fire safety is managed by: 7) <b>Tracey Holloway</b>		✓	
25.2	Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?		✓	
25.3	Is there a suitable record of the fire safety arrangements?		✓	
25.4	Appropriate fire procedures in place?		✓	
	<b>More specifically:</b>			
i	Are procedures in the event of fire appropriate and properly documented?		✓	
ii	Are there suitable arrangements for summoning the fire and rescue service?		✓	
iii	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?		✓	
iv	Is there a suitable fire assembly point(s)?		✓	
v	Are there adequate procedures for evacuation of any disabled people who are likely to be present?		✓	
25.5	Persons nominated and trained to use fire extinguishing appliances? ✓ <b>YES Completed</b>			✗
25.6	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?		✓	
25.7	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)?		✓	
25.8	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?		✓	

**Identifiable Hazards:**

- Lack of clearly laid down fire alarm procedures can result in staff, residents and visitors not knowing how to react in the event of a fire.
- Having no one dedicated to liaise with the Fire Service staff on arrival can result in delays for crews getting to the scene of the fire in a timely fashion.

**Existing Control Measures:**

- Identified Responsible Person – Fire Safety: - **Tracey Holloway**

**Deficiencies:**

- Is there a policy in place to assist with evacuating disabled persons?
- Are any staff or persons trained to use fire extinguishers? **Yes**

**Remedial Action Required:**

- If policy in place add to the end of this document or place in the Fire Log Book.
- If staff are trained enter names in Fire log book

**N/A.**

**Guidance or recommendations?**

- Fire Procedure: - Fire procedures should be written down and all staff made aware.
- The management ethos should be 'get out, stay out and get the Fire Brigade out'.
- Extinguishers should only be used to assist in the egress of staff and visitors to escape the building by persons trained to use them. All Staff should receive training in the design uses and limitations of the extinguishers.

7) 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



## Arrangements for Evacuation

<b>Evacuation Strategy</b>			
Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements. <b>The strategy (ies) that have been adopted are: -</b>			
<b>Single Stage Evacuation –</b> It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.		<b>YES</b>	
<b>The Assembly Point for a single stage evacuation is at: - Please enter Assembly Point Here</b>			
<b>Progressive Horizontal Evacuation –</b> <ul style="list-style-type: none"> <li>Relevant persons are dependent on staff to assist with their escape.</li> <li>Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with or await further evacuation down a protected route to total safety.</li> </ul>	N/A N/A		
<b>NOTE - Progressive Horizontal Evacuation is subject to the following</b> <b>Protected areas should be designed to provide:</b> <ul style="list-style-type: none"> <li>Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose, a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area.</li> <li>Progressive movement away from a fire via sequential adjoining protected areas.</li> <li>Means for escape via stairway(s) should this become necessary.</li> </ul> <b>The number and size of the protected areas depends on a number of factors:</b> <ul style="list-style-type: none"> <li>the time it will take to evacuate people from the area of a fire to an adjacent protected area;</li> <li>the number of people to be evacuated;</li> <li>the level of any mobility impairment;</li> <li>the number of staff to assist in evacuation;</li> <li>the fire protection arrangements;</li> <li>layout of the premises; and</li> <li>location and number of staircases;</li> </ul>			
<b>The Assembly Point for a Progressive Horizontal Evacuation is at: -</b>			
<b>Information on the action to be taken is recorded below:</b>			
<b>Delayed Evacuation</b> <ul style="list-style-type: none"> <li>Relevant persons are dependent on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed.</li> </ul>	N/A		
<b>NOTE - Delayed Evacuation is subject to the following</b> <ul style="list-style-type: none"> <li>Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms).</li> <li>A protected bedroom should be of 60-minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition, the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates.</li> <li>If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures.</li> </ul>			

Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive.

Arrangements for delayed evacuation should only be based on a pre-planned basis.

**The Assembly Point for a Delayed Evacuation is at: - N/A**

**Information on the action to be taken is recorded below:**

**Written copies of all Evacuation Procedures are located as follows:**

Above and within the Fire Contingency / Safety / Evacuation Plan

Part 4 – Management of Fire Safety

26. TRAINING AND DRILLS		N/A	YES	NO
26.1	Are all staff given adequate fire safety instruction and training on induction?		✓	
26.2	Are all staff given adequate periodic “refresher training” at suitable intervals?			✗
26.3	<b>Does all staff training provide information, instruction or training on the following?</b>			
i	Fire risks in the premises?		✓	
ii	The fire safety measures on the premises?		✓	
iii	Action in the event of fire?		✓	
iv	Action on hearing the fire alarm signal?		✓	
v	Method of operation of manual call points?		✓	
vi	Location and use of fire extinguishers?	✗?		
vii	Means for summoning the fire and rescue service?		✓	
viii	Identity of persons nominated to assist with evacuation?		✓	
ix	Identity of persons nominated to use fire extinguishing appliances?	✗?		
26.4	Are staff with special responsibilities (e.g. fire wardens) given additional training?		✓	
26.5	Are fire drills carried out at appropriate intervals?		✓	
26.6	<b>When the employees of another employer work in the premises:</b>			
i	Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?		✓	
ii	Is it ensured that the employees are provided with adequate instructions and information?		✓	

**Identifiable Hazards:**

- All staff should receive training on induction and regularly thereafter to ensure that they remain familiar with the risks within the premises, the fire routines in the event of an alarm sounding and appropriately trained persons within the premises.

**Existing Control Measures:**

- Last alarm test was on **05/06/2017**
- Last evacuation was **August 2018**
- No. of Persons Evacuated - **Number not recorded**
- Time Taken - **6 minutes**

**Deficiencies:**

- None at time of assessment**

**Remedial Action Required:**

- None at time of assessment**

**Guidance or recommendations?**

All non employees should be required to sign in and out and be shown the site manual if available

27. TESTING AND MAINTENANCE		N/A	YES	NO
27.1	Adequate maintenance of premises?		✓	
27.2	Weekly testing and periodic servicing of fire detection and alarm system?			✗
27.3	Monthly and annual testing routines for emergency escape lighting?			✗
27.4	Annual maintenance of fire extinguishing appliances?		✓	
27.5	Periodic inspection of external escape staircases and gangways?	✗		
27.6	Six-monthly inspection and annual testing of rising mains?	✗		
27.7	Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts?	✗		

27.8	Weekly testing and periodic inspection of sprinkler installations?	X		
27.9	Routine checks of final exit doors and/or security fastenings?		✓	
27.10	Annual inspection and test of lightning protection system?		✓	
27.11	Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?		✓	
27.12	Other relevant inspections or tests:			

**Identifiable Hazards:**

- Lack of testing and recording allows Fire Safety standards to become lax, equipment not to be regularly serviced and complacency to 'creep' throughout the business

**Existing Control Measures:**

- 

**Deficiencies:**

- None at time of assessment

**Remedial Action Required:**

- None at time of assessment

**Guidance or recommendations?**

- Fire alarm should be tested weekly and bi-annual evacuations carried out all information recorded in the fire log book.
- An annual 3 hr 'drop test' of all the Emergency Lighting as per BS 5266 should be carried out and the results recorded.
- Compiling of appropriate records ensure that any when receiving visits from enforcing authorities or other agencies, the correct information is available to them at all times.

28. RECORDS		N/A	YES	NO
28.1	Appropriate records of:			
i	Fire drills? <i>Records all up to date</i>			X
ii	Fire training? <i>Records all up to date</i>			X
iii	Fire alarm tests? <i>Records all up to date.</i>			X
iv	Emergency escape lighting tests? <i>Records all up to date.</i>			X
v	Maintenance and testing of other fire protection systems?	✓		

**Identifiable Hazards:**

- Lack of testing and recording allows Fire Safety standards to become lax, equipment not to be regularly serviced and complacency to 'creep' throughout the business

**Existing Control Measures:**

- As the offices are all independent there are no staff employed by the landlord who require fire training

**Deficiencies:**

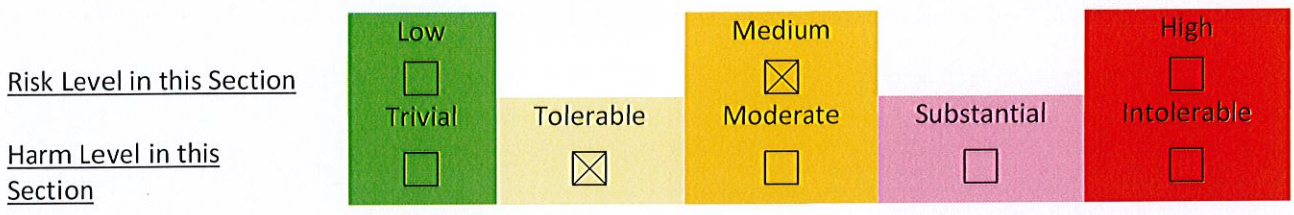
- Please see below

**Remedial Action Required:**

- If staff are on site we strongly recommend, that if not already in place, they receive a basic Fire Awareness course. *✓ TH*
- We also strongly recommend that all offices receive a guidance of events that take place during a fire alarm, they sign an agreement that they will comply with and adopt the procedures on the proforma and this is then recorded either electronically or at site. *✓ Welcome Pack & Office doors.*

**Guidance or recommendations?**

Compiling of appropriate records ensure that any when receiving visits from enforcing authorities or other agencies, the correct information is available to them at all times.



### Fire Risk Assessment Estimator

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 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

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

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

**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).

**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.

**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

Comments:

If the areas covered in the previous sections are acted upon the above estimator would be reduced.

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
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
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.
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.
Intolerable	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 recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)**

## ACTION PLAN

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

Trivial     Tolerable

Definition of priorities (where applicable):

Timescales must be adjusted to meet the fire risk. -

**Recommended Timescales:**

**Very High Risk to Life** – Immediate Action Required – **Black**

**High Risk to Life** - immediate or action within 7 days to 1 month – **Red**

**Medium Risk to Life** - action date within 3 months – **Amber**

**Low Risk to Life** - action date within 6 months - **Green**

# Fire Safety Action Plan for Castle Court

Cathedral Road  
Cardiff

**Action Plan**

Item No.	Significant Findings	Action & Responsible Persons/s	Photo No.	RISK
<u>7</u>	Please complete the highlighted areas in Section 7	Landlord		
<u>13</u>	<b>Front and Rear Basements</b> The electrical switch cupboard has storage within, was found to be unlocked, and has breaches within the wall/ceiling. <b>Second Floor</b> The storage of combustibles in WHS office is excessive.	<ul style="list-style-type: none"> <li>Removal of all storage from all electrical switch rooms</li> <li>The storage in WHS is excessive. This adds to the fire loading of the compartment. Should a fire take place then the compartment may not sustain the severity of the fire. This can easily be remedied by reducing the amount of the boxes and paper stored within the room or having them placed into metal cabinets which are locked when not in use.</li> </ul> <p><b>Please see the comments in Section 18 regarding the breaches in the walls.</b></p>	<p>Complete on going Monthly checks</p>	<b>HIGH</b>
<u>17</u>	<ul style="list-style-type: none"> <li>Please add to this FRA the procedure for evacuating disabled users (if any) from the building and the names of persons trained to assist with this. If there is no one trained then nominations should be sought for training immediately.</li> <li>Photocopier on escape route</li> </ul>	<ul style="list-style-type: none"> <li>It is recommended that the photocopier be removed.</li> <li>The external stone steps leading to the car park from the rear basement require the nosing's to be painted.</li> </ul>	N/A	Medium
<u>18</u>	<ul style="list-style-type: none"> <li>A number of fire doors were found to be not up to the required standard (please see list below)</li> <li>There were also a number of 'breaches' in the walls</li> </ul>	<ul style="list-style-type: none"> <li>All fire doors are to be checked and brought back up to the required standard as laid down in BS 476. A number have been fitted with hot and cold smoke seals but these are now preventing the doors from closing properly.</li> <li>Breaches (holes) within compartments should be sealed with a suitable intumescent sealer capable of giving a minimum of ½ hour fire resistance.</li> <li>No fire doors should be wedged open, this allows the travel of smoke and flame and negates the purpose for which the doors are intended. This practice should cease immediately!!</li> </ul>	Complete	<b>HIGH</b>
<u>19</u>	There is no external emergency lighting at the exit adjacent to the lift room, in the rear basement	We recommend that a light be fitted to the external are by the door to allow staff the ability to see their exit route. This are also opens into a covered area so ambient lighting will not be sufficient.	<p>N/A email sent &amp; checked on work covered.</p>	Medium
<u>22</u>	Guidance only - it is good practice to keep an extinguisher record or log marking locations, type and service dates etc.		Complete	LOW
<u>25</u>	<ul style="list-style-type: none"> <li>Is there a policy in place to assist with evacuating disabled persons?</li> <li>Are any staff or persons trained to use fire extinguishers?</li> </ul>	<ul style="list-style-type: none"> <li>If policy in place add to the end of this document or place in the Fire Log Book.</li> <li>If staff are trained enter names in Fire log book</li> </ul>	<p>Complete</p>	LOW / Medium
<u>26</u>	Guidance – We recommend that the number of persons evacuated be recorded during evacuations		TH	LOW



<b>28</b>	<p>Guidance - If staff are on site we strongly recommend, that if not already in place, they receive a basic Fire Awareness course. We also strongly recommend that all offices receive a guidance of events that take place during a fire alarm, they sign an agreement that they will comply with and adopt the procedures on the proforma and this is then recorded either electronically or at site.</p>	<b>LOW</b>
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**Comments:**

Overall the condition of the building is good. There are a number of deficiencies that need to be addressed and some are an 'easy-fix'. I would however guide your attention to the fire doors, storage and the vent in the Comms room door. These should be brought up to standard as per the rating given. If required PHOENIX can work with you to give guidance, place stricter timescales or re-visit to assess the progress of the action plan. (please see costing guidance further in this report)

**End of Assessment**

Assessor Signature :  G.I. Fire E. IAAL-FIT, Grad IOSH, Dip OHSP

Date : 04/10/2018

Client Signature : 

Date:

**Photographs (if required)**


# Regulatory Reform (Fire Safety) Order 2005

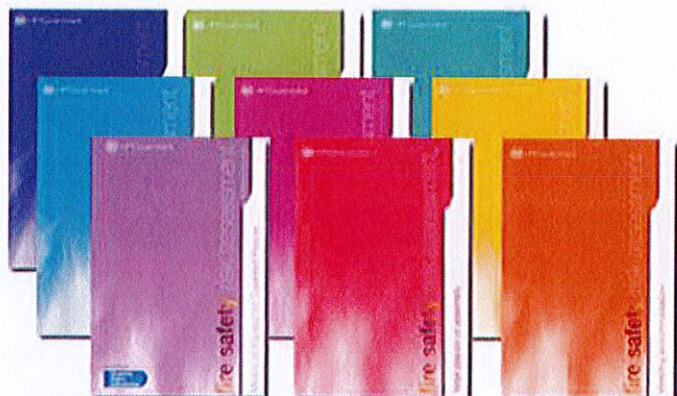
## Fire Risk Assessment (T&C)

This document has been produced to explain how the Fire Risk Assessment (FRA) can assist the Responsible Person to comply with the above order. This Fire Risk Assessment is completed by **PHOENIX** and is designed to capture as much Fire Safety Information as is available with regard to the premises.

This FRA has been produced to assist the Responsible Person with the completion of a robust Fire Safety Policy for the protection of staff, visitors and residents of the premises and may be used to form only **part** of that Policy.

Other information may be required to ensure that the premises maintains a robust policy as stated above. **PHOENIX SAFETY SOLUTIONS** accept no responsibility for any alteration or added content to the completed PDF document supplied to the company or owner.

In order to produce a suitable and sufficient risk assessment for your premises the FRA is created in conjunction with a series of guide books published by the Department for Communities and Local Government (CLG). These books provide additional information (type of premises specific) in order to assist **PHOENIX** in preparing this fire risk assessment, giving detailed information on risk assessments and other issues.



All of the above guidance books are available to download direct free of charge from the CLG website. Other guidance may also be used such as Approved Documents, British Standards, H & S Guidance, INDG Notes etc.

**PHOENIX** may also confer with the local Fire and Rescue Services to ensure that all standards are met and any risk controlled as fully as possible.

**PHOENIX** has been employed to carry out the following service for

Details	Cost
Fire Risk Assessment & Action Plan only no re-visit	£450.00
Fire Risk Assessment - Significant Findings re-visit (Hourly Rate)	POA
Annual FRA Review	POA
Creating, modifying or implementing the Fire Contingency Plan (Hourly Rate)	
Extinguisher Servicing (Price per extinguisher + replacement)	
Liaison with the Fire & Rescue Service (Hourly Rate)	
Liaison with Other Agencies (Hourly Rate)	
<b>Total</b>	<b>450.00</b>

**PHOENIX** has no control over the ongoing management of the premises once this report has been completed. The Risk Assessor compiling this assessment is not responsible for the failure to implement any or all of the significant findings.

If the assessor is not satisfied with the amount of information he has regarding the management setup and running of the premises, it will be stated in his / her report, or at least be made clear that certain information has not been provided. Any draft or provisional assessment will be clearly marked as such.

If this fire risk assessment is compiled without the assessor having had full access to the premises or an opportunity to test for fire protection or sufficient separation all findings will be based on visual observation only, and without appropriate surveys being carried out.

**PHOENIX** also has no control over the staffing levels used in this premise. Any reduction in current staffing levels will mean that the Fire Safety Policy will need to be reviewed and or altered to remain suitable & sufficient.

Various requirements of third-party enforcement agencies such as Fire & Rescue Services, Local Authorities or building control may also need to be consulted. **PHOENIX** will assist with this for the client but at an additional cost agreed beforehand with the said client

**PHOENIX** will not be held responsible for or in respect of subsequent changes to the premises, subsequent faults in equipment, or deterioration in the premises and testing requirements.

Accordingly, **PHOENIX** makes it very clear that the responsibility for the ongoing management of the premises and even, if necessary, the decision to allow the premises to be used for its present purpose, remains with the responsible person.

**To prove that this fire risk assessment is not suitable and sufficient & to succeed in any prosecution an enforcing authority will have to show that the responsible person relied entirely upon the fire risk assessment provided, and complied with its recommendations, where relevant.**

**It would then be necessary to prove that the shortcomings of the report placed one or more relevant persons at risk of death or serious injury in case of fire. The risk does not have to be a serious risk, as is put forward by many experts. Any risk will suffice.**

**In the event of a prosecution, the first thing the court would do is look at the nature of the retainer between the responsible person and the fire risk assessor. It is for this reason that the retainer must be clearly agreed and evidenced within the report, so that the control of the premises is minimized to its correct extent and it is clear that the fire risk assessor has not adopted any unnecessary responsibility for the premises, which should remain with the responsible person.**

TITLE - Fire Risk Assessment & Action Plan	AUTHOR - Nigel A. Morgan Health Safety & Fire Advisor	ISSUE 3	DATE LAST AMENDED August 2018	VERSION 11	PAGE
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