

Northantsfire

The Regulatory Reform Order (Fire Safety) Order 2005

Fire Risk Assessment



Haryl (1991) Limited
Common Areas Only
Becketts House
14 Billing Road
Northampton
NN1 5AW

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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) Limited Common Areas Only Becketts House 14 Billing Road Northampton NN1 5AW
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.

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:	Tiled / Carpeted

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:

Becketts House is a large building accessible via the main front door or the rear car park. The buildings rooms have been divided to allow people to rent the office spaces over the ground, first and second floors. Access to the basement is only available to the management – Haryl (1991) Ltd where it is used to house communications equipment and achieving. Common areas only have been assessed.

OCCUPANCY

Approximate maximum number of

GENERAL OCCUPANCY		OCCUPANTS AT SPECIAL RISK	
Staff	2	Sleeping	0
Visitors	5	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 two members of staff are both Karen and Emma who are positioned within the ground floor lobby area.

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?	YES	NO	N/A
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

- Yes
- Nipton fire
- D'pton fire?
Yes.

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:

1.2 – 1.3. It is recommended that staff on site be trained in General Fire Awareness and this should also be included with their induction training. This information will play a key role in ensuring the site is kept safe and also to ensure that if required they know where and how to use fire appliances if required.

* 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.

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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 an additional automatic smoke detector be fitted within room 3. Room 3 has a second office space to the rear which will mean that anyone working inside will have to pass through the main room to get out of the building. This is now classed as part of the escape route which should be protected adequately. All installation work must be carried out by a qualified company as to the requirements of BS5839-1:2017.

Recommend revise and review.

Completed

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 BS5839-8:2012.

- Basement floor - 1 x 9lt water fire extinguisher
- 1st floor – 1 x 9lt water fire extinguisher
- 2nd floor – 1 x 9lt water fire extinguisher
- Basement electrics room – 1 x 2kg co2 fire extinguisher (remove old co2 from site)

It was also noted that the fire blankets left inside the kitchen positioned on the first floor have not been serviced. Ideally the second fire blanket left beside the toaster should be removed from site as it isn't needed. One fire blanket inside the kitchen should be more than adequate.

3.3. It is recommended that the water fire extinguisher positioned inside the basement be securely mounted either on the wall with a bracket or left on a fire extinguisher floor stand.

Recommend revise and review.

? challenge them there!

* Northants fire.

done

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:

All appears to be in order.

* Northants fire to meet to service fire blankets.

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	

basement nr elec metre

Comments & Recommendations:

6.2. The mains electrical cut-off point must be clearly marked. This will allow anyone needing to cut off the power supply to the building in the event of an emergency to clearly see the location if required.

Basement - 1025 elec. metre

6.10. It was noted that someone had placed the second fire blanket directly above the toaster (see photo 1) it was recommended that this and the paperwork kept behind be removed straight away.

done

Recommend revise and review

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:

All appears to be in order.

Other Hazards

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

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

10.1 – 10.3. It is recommended that the storage of combustible materials kept within the 2nd floor and 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).

It is also advised that the storage of items left inside the basement electrics room be removed and stored elsewhere away from any potential ignition sources (see photo 3). Ideally storage of items within the basement should be kept to a bare minimum.

Recommend revise and review.

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. At the time of assessment it wasn't possible to determine whether the rear fire exit door leading from the basement stairs could sufficiently open outwards as the keys were not available to unlock the padlock securing the panic bolt in position. It is advised that this fire exit door be tested as soon as possible to ensure it functions correctly.

The gate positioned between the front of the building and the previously mentioned rear fire exit was also unavailable for inspection as keys could not be found. I have been advised by the consulted person that the door has been fitted with a latch from the inside. Ideally this door should be fitted with a push bar or push pad device as this will ensure anyone needing to open the door in an emergency can do so easily and without delay. Staff should also check this door functions correctly too.

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 building it should not cause an issue with delaying any potential fire evacuation.

11.1+11.13. It is recommended that additional fire exit directional signs and fire exit keep clear signs be installed at the appropriate areas to give staff, visitors and contractors working on site the vital information needed upon a fire evacuation.

*Ask
MRC
person to
quote*

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 + 12.4. It is recommended that the all fire doors fitted within the building be subjected to an inspection by a qualified company as soon as possible. Many fire doors fitted either have large gaps visible around the door or are missing their third fire rated hinges (see photo 4). The fire door behind reception to the rear stairwell has also suffered damage at some point and will need to be replaced (see photo 5).

Recommend revise and review.

12.9. It is recommended that all fire doors are kept shut when not in use and never propped open as they can only prevent the spread of fire and smoke if kept closed. Staff should remove any door stops when found (see photo 6).

12.10. It is recommended that the ceiling inside the far room of the cellar be adequately sealed. Upon inspection of this ceiling it was visible to see the wooden floor boards of the room above. If a fire were to develop within this area of the basement it may be possible for the fire to spread upwards and into the floor space above. The ceiling inside the basements should be rectified by a qualified company as soon as possible to avoid this potentially accruing.

Recommend review.

Done

- ask Mark.

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	HARMFUL	EXTREMELY HARMFUL
Fire Hazard↓			
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.

BH

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	
TOLEABLE	
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
3.1.	<p>It is recommended that additional A class fire cover be installed within the following areas as to comply with BS5839-8:2012.</p> <ul style="list-style-type: none"> • Basement floor - 1 x 9lt water fire extinguisher • 1st floor - 1 x 9lt water fire extinguisher • 2nd floor - 1 x 9lt water fire extinguisher • Basement electrics room - 1 x 2kg co2 fire extinguisher (remove old co2 from site) <p>It was also noted that the fire blankets left inside the kitchen positioned on the first floor have not been serviced. Ideally the second fire blanket left beside the toaster should be removed from site as it isn't needed. One fire blanket inside the kitchen should be more than adequate.</p>	<p>Taking advice from Fire Dept. Mark. Not required</p> <p>Add to Whents fire contract.</p>	<p>✓</p> <p>✓</p>
6.10.	<p>It was noted that someone had placed the second fire blanket directly above the toaster (see photo 1) it was recommended that this and the paperwork kept behind be removed straight away.</p> <p>Recommend revise and review</p>	<p>Action Imm.</p>	<p>✓</p>
10.1 - 10.3.	<p>It is recommended that the storage of combustible materials kept within the 2nd floor and ground floor lobby areas be</p>	<p>nothing on 2nd Floor.</p>	<p>✓</p>

	<p>removed. Ideally the escape routes leading from the building should be kept free from combustible materials at all times (see photos 2).</p> <p>It is also advised that the storage of items left inside the basement electrics room be removed and stored elsewhere away from any potential ignition sources (see photo 3). Ideally storage of items within the basement should be kept to a bare minimum.</p>	<p>Remove everything under stairs except metal filing cabinet</p> <p>Advice from Mark O Fire Dept.</p>	✓
12.2 + 12.4.	<p>It is recommended that the all fire doors fitted within the building be subjected to an inspection by a qualified company as soon as possible. Many fire doors fitted either have large gaps visible around the door or are missing their third fire rated hinges (see photo 4). The fire door behind reception to the rear stairwell has also suffered damage at some point and will need to be replaced (see photo 5).</p> <p>Recommend revise and review.</p>	<p>Action ASAP SH + BH.</p>	<p>Done</p>
12.10	<p>It is recommended that the ceiling inside the far room of the cellar be adequately sealed. Upon inspection of this ceiling it was visible to see the wooden floor boards of the room above. If a fire were to develop within this area of the basement it may be possible for the fire to spread upwards and into the floor space above. The ceiling inside the basements should be rectified by a qualified company as soon as possible to avoid this potentially accruing.</p> <p>Recommend review.</p>	<p>Done</p>	<p>Done</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
1.2 - 1.3	<p>It is recommended that staff on site be trained in General Fire Awareness and this should also be included with their induction training. This information will play a key role in ensuring the site is kept safe and also to ensure that if required</p>	<p>Update training is done on induction already</p>	

	they know where and how to use fire appliances if required.		
1.7.	It is recommended that the fire alarm system be tested every week not monthly as inputted in the fire log book.	They are.	
1.8.	It is recommended that the emergency lighting be tested every month. Last inputted date carried out on 6/11/2015.	Visual inspec. done monthly	✓
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.	Being added to weekly / monthly Prop checks	✓
2.6.	It is recommended that an additional automatic smoke detector be fitted within room 3. Room 3 has a second office space to the rear which will mean that anyone working inside will have to pass through the main room to get out of the building. This is now classed as part of the escape route which should be protected adequately. All installation work must be carried out by a qualified company as to the requirements of BS5839-1:2017. Recommend revise and review.	Action. Done 12.11.17	✓
3.3.	It is recommended that the water fire extinguisher positioned inside the basement be securely mounted either on the wall with a bracket or left on a fire extinguisher floor stand.	Action	✓
6.2.	The mains electrical cut-off point must be clearly marked. This will allow anyone needing to cut off the power supply to the building in the event of an emergency to clearly see the location if required.	Make large signs. Done	✓
11.2 + 11.9.	At the time of assessment it wasn't possible to determine whether the rear fire exit door leading from the basement stairs could sufficiently open outwards as the keys were not available unlock the padlock securing the panic bolt in position. It is advised that this fire exit	Action.	✓

	<p>door be tested as soon as possible to ensure it functions correctly. The gate positioned between the front of the building and the previously mentioned rear fire exit was also unavailable for inspection as keys could not be found. I have been advised by the consulted person that the door has been fitted with a latch from the inside. Ideally this door should be fitted with a push bar or push pad device as this will ensure anyone needing to open the door in an emergency can do so easily and without delay. Staff should also check this door functions correctly too.</p>	<p>Tested.</p>	
<p>11.5</p>	<p>There are doors on the ground floor which open towards the flow of traffic but due to the low volume of people within the building it should not cause an issue with delaying any potential fire evacuation.</p>		
<p>11.1+11.13.</p>	<p>It is recommended that additional fire exit directional signs and fire exit keep clear signs be installed at the appropriate areas to give staff, visitors and contractors working on site the vital information needed upon a fire evacuation.</p>	<p>Review upon reports.</p>	
<p>12.9.</p>	<p>It is recommended that all fire doors are kept shut when not in use and never propped open as they can only prevent the spread of fire and smoke if kept closed. Staff should remove any door stops when found (see photo 6).</p>	<p>This is mgd daily</p>	

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 Mthly Prop Checks	
1.11	Visually inspect all fire safety signs at least monthly to ensure they are clean, undamaged and clearly visible.	Added to mthly Prop check.	
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.	✓	

RELEVANT PHOTOS

Photo 1



Photo 2



Photo 3



Photo 4

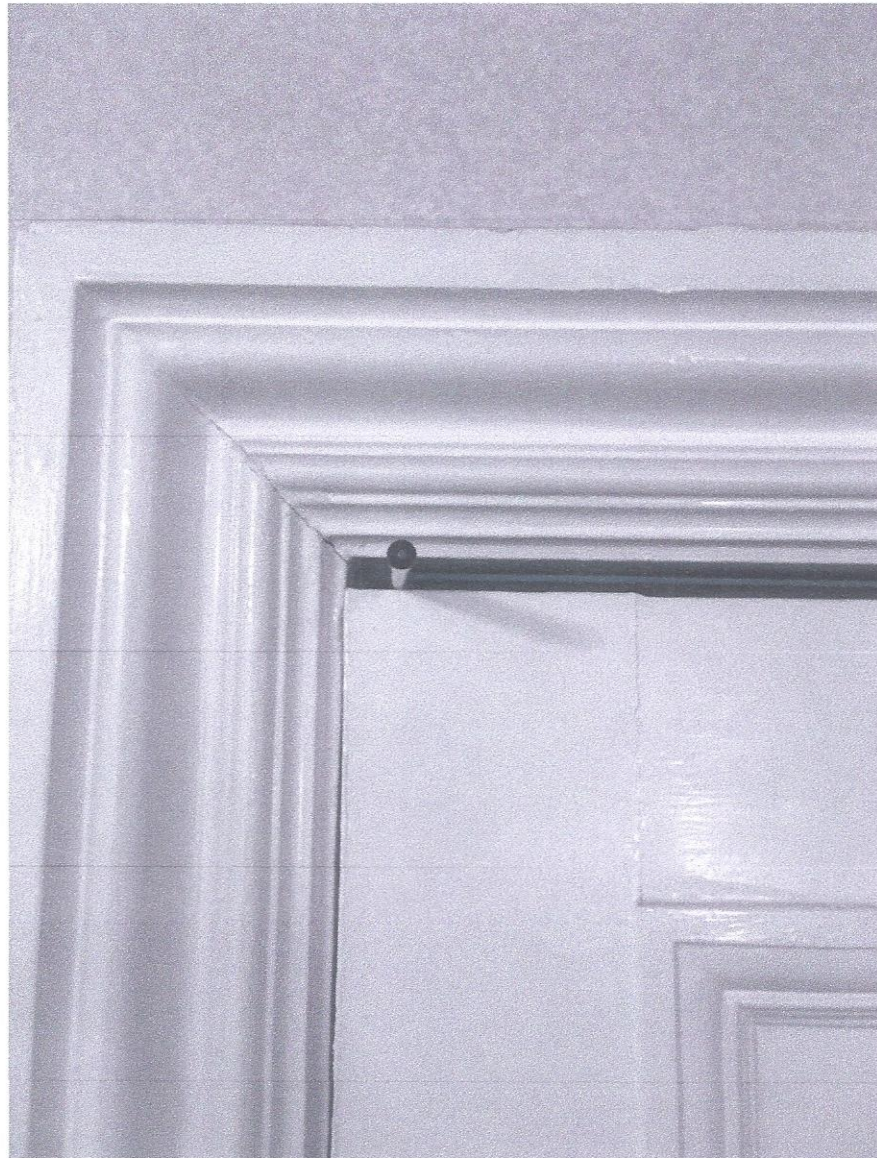
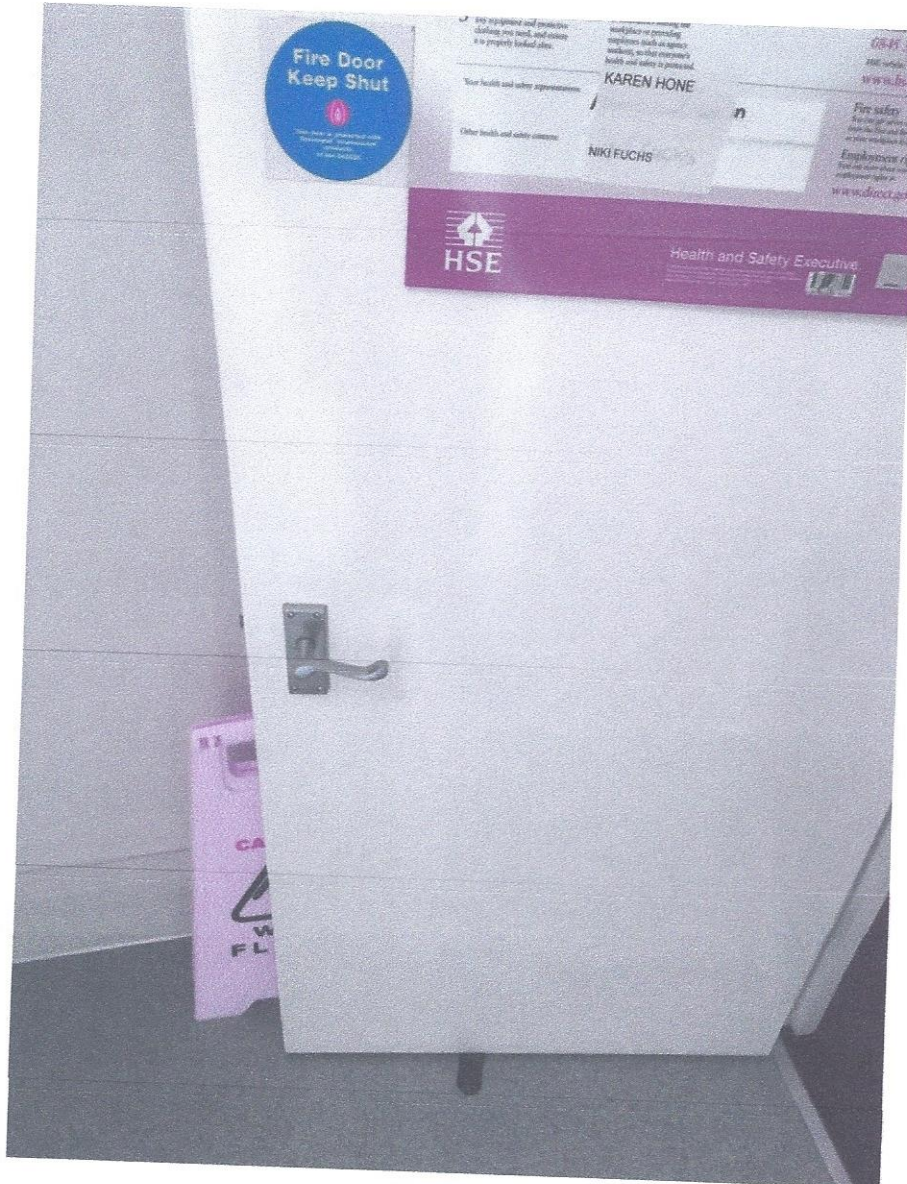


Photo 5



Done

Photo 6



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
3.1.	<p>It is recommended that additional A class fire cover be installed within the following areas as to comply with BS5839-8:2012.</p> <ul style="list-style-type: none"> • Basement floor - 1 x 9lt water fire extinguisher • 1st floor – 1 x 9lt water fire extinguisher • 2nd floor – 1 x 9lt water fire extinguisher • Basement electrics room – 1 x 2kg co2 fire extinguisher (remove old co2 from site) <p>It was also noted that the fire blankets left inside the kitchen positioned on the first floor have not been serviced. Ideally the second fire blanket left beside the toaster should be removed from site as it isn't needed. One fire blanket inside the kitchen should be more than adequate.</p>	<p><i>Taking advice from Fire Dept. Mark.</i></p> <p><i>Add to Whents fire contract.</i></p>	
6.10.	<p>It was noted that someone had placed the second fire blanket directly above the toaster (see photo 1) it was recommended that this and the paperwork kept behind be removed straight away.</p> <p>Recommend revise and review</p>	<p><i>Action imm.</i></p>	
10.1 – 10.3.	<p>It is recommended that the storage of combustible materials kept within the 2nd floor and ground floor lobby areas be</p>	<p><i>Nothing on 2nd Floor.</i></p>	

	<p>removed. Ideally the escape routes leading from the building should be kept free from combustible materials at all times (see photos 2).</p> <p>It is also advised that the storage of items left inside the basement electrics room be removed and stored elsewhere away from any potential ignition sources (see photo 3). Ideally storage of items within the basement should be kept to a bare minimum.</p>	<p>Remove everything under stairs except metal filing cabinet</p> <p>Advice from Mark O Fire Dept.</p>	
12.2 + 12.4.	<p>It is recommended that the all fire doors fitted within the building be subjected to an inspection by a qualified company as soon as possible. Many fire doors fitted either have large gaps visible around the door or are missing their third fire rated hinges (see photo 4). The fire door behind reception to the rear stairwell has also suffered damage at some point and will need to be replaced (see photo 5).</p> <p>Recommend revise and review.</p>	<p>Action Acap SH + BH.</p>	
12.10	<p>It is recommended that the ceiling inside the far room of the cellar be adequately sealed. Upon inspection of this ceiling it was visible to see the wooden floor boards of the room above. If a fire were to develop within this area of the basement it may be possible for the fire to spread upwards and into the floor space above. The ceiling inside the basements should rectified by a qualified company as soon as possible to avoid this potentially accruing.</p> <p>Recommend review.</p>	<p>Dong</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
1.2 - 1.3	<p>. It is recommended that staff on site be trained in General Fire Awareness and this should also be included with their induction training. This information will play a key role in ensuring the site is kept safe and also to ensure that if required</p>	<p>Update training is done on induction already</p>	

	they know where and how to use fire appliances if required.		
1.7.	It is recommended that the fire alarm system be tested every week not monthly as inputted in the fire log book.	They are.	
1.8.	It is recommended that the emergency lighting be tested every month. Last inputted date carried out on 6/11/2015.	Visual inspec. done monthly	
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.	Being added to weekly / monthly Prop checks	
2.6.	It is recommended that an additional automatic smoke detector be fitted within room 3. Room 3 has a second office space to the rear which will mean that anyone working inside will have to pass through the main room to get out of the building. This is now classed as part of the escape route which should be protected adequately. All installation work must be carried out by a qualified company as to the requirements of BS5839-1:2017. Recommend revise and review.	Action. Done.	
3.3.	It is recommended that the water fire extinguisher positioned inside the basement be securely mounted either on the wall with a bracket or left on a fire extinguisher floor stand.	Action Done	
6.2.	The mains electrical cut-off point must be clearly marked. This will allow anyone needing to cut off the power supply to the building in the event of an emergency to clearly see the location if required.	Make large signs.	
11.2 + 11.9.	At the time of assessment it wasn't possible to determine whether the rear fire exit door leading from the basement stairs could sufficiently open outwards as the keys were not available unlock the padlock securing the panic bolt in position. It is advised that this fire exit	Action. Done	

	<p>door be tested as soon as possible to ensure it functions correctly.</p> <p>The gate positioned between the front of the building and the previously mentioned rear fire exit was also unavailable for inspection as keys could not be found. I have been advised by the consulted person that the door has been fitted with a latch from the inside. Ideally this door should be fitted with a push bar or push pad device as this will ensure anyone needing to open the door in an emergency can do so easily and without delay. Staff should also check this door functions correctly too.</p>	<p>Tested.</p>	
11.5	<p>There are doors on the ground floor which open towards the flow of traffic but due to the low volume of people within the building it should not cause an issue with delaying any potential fire evacuation.</p>	<p>✓</p>	
11.1+11.13.	<p>It is recommended that additional fire exit directional signs and fire exit keep clear signs be installed at the appropriate areas to give staff, visitors and contractors working on site the vital information needed upon a fire evacuation.</p>	<p>Review upon repairs.</p>	
12.9.	<p>It is recommended that all fire doors are kept shut when not in use and never propped open as they can only prevent the spread of fire and smoke if kept closed. Staff should remove any door stops when found (see photo 6).</p>	<p>This is mgd daily</p>	

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.	Added to monthly Prop Check.	
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.		

BH

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	
MINOR	
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
3.1.	<p>It is recommended that additional A class fire cover be installed within the following areas as to comply with BS5839-8:2012.</p> <ul style="list-style-type: none"> Basement floor - 1 x 9lt water fire extinguisher 1st floor - 1 x 9lt water fire extinguisher 2nd floor - 1 x 9lt water fire extinguisher Basement electrics room - 1 x 2kg co2 fire extinguisher (remove old co2 from site) <p>It was also noted that the fire blankets left inside the kitchen positioned on the first floor have not been serviced. Ideally the second fire blanket left beside the toaster should be removed from site as it isn't needed. One fire blanket inside the kitchen should be more than adequate.</p>	<p>Taking advice from Fire Dept. Mark.</p> <p>Add to Wrents fire contract.</p>	✓
6.10.	<p>It was noted that someone had placed the second fire blanket directly above the toaster (see photo 1) it was recommended that this and the paperwork kept behind be removed straight away.</p> <p>Recommend revise and review</p>	Action Imm.	✓
10.1 - 10.3.	<p>It is recommended that the storage of combustible materials kept within the 2nd floor and ground floor lobby areas be</p>	Nothing on 2nd Floor.	✓

	<p>removed. Ideally the escape routes leading from the building should be kept free from combustible materials at all times (see photos 2).</p> <p>It is also advised that the storage of items left inside the basement electrics room be removed and stored elsewhere away from any potential ignition sources (see photo 3). Ideally storage of items within the basement should be kept to a bare minimum.</p>	<p>Remove everything under stairs except metal filing cabinet</p> <p>Advice from Mark O Fire Dept.</p>	✓
12.2 + 12.4.	<p>It is recommended that the all fire doors fitted within the building be subjected to an inspection by a qualified company as soon as possible. Many fire doors fitted either have large gaps visible around the door or are missing their third fire rated hinges (see photo 4). The fire door behind reception to the rear stairwell has also suffered damage at some point and will need to be replaced (see photo 5).</p> <p>Recommend revise and review.</p>	<p>Action Aear SH + BH.</p>	<p>Done SH</p>
12.10	<p>It is recommended that the ceiling inside the far room of the cellar be adequately sealed. Upon inspection of this ceiling it was visible to see the wooden floor boards of the room above. If a fire were to develop within this area of the basement it may be possible for the fire to spread upwards and into the floor space above. The ceiling inside the basements should rectified by a qualified company as soon as possible to avoid this potentially accruing.</p> <p>Recommend review.</p>	<p>Dong</p>	<p>Done</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
1.2 - 1.3	<p>It is recommended that staff on site be trained in General Fire Awareness and this should also be included with their induction training. This information will play a key role in ensuring the site is kept safe and also to ensure that if required</p>	<p>Update training is done on induction already</p>	

	they know where and how to use fire appliances if required.		
1.7.	It is recommended that the fire alarm system be tested every week not monthly as inputted in the fire log book.	They are.	
1.8.	It is recommended that the emergency lighting be tested every month. Last inputted date carried out on 6/11/2015.	Visual inspec. done monthly	✓
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.	Being added to weekly/monthly Prop checks	✓
2.6.	It is recommended that an additional automatic smoke detector be fitted within room 3. Room 3 has a second office space to the rear which will mean that anyone working inside will have to pass through the main room to get out of the building. This is now classed as part of the escape route which should be protected adequately. All installation work must be carried out by a qualified company as to the requirements of BS5839-1:2017. Recommend revise and review.	Action. Done.	✓
3.3.	It is recommended that the water fire extinguisher positioned inside the basement be securely mounted either on the wall with a bracket or left on a fire extinguisher floor stand.	Action	✓
6.2.	The mains electrical cut-off point must be clearly marked. This will allow anyone needing to cut off the power supply to the building in the event of an emergency to clearly see the location if required.	Make large signs done.	✓
11.2 + 11.9.	At the time of assessment it wasn't possible to determine whether the rear fire exit door leading from the basement stairs could sufficiently open outwards as the keys were not available unlock the padlock securing the panic bolt in position. It is advised that this fire exit	Action.	✓

	<p>door be tested as soon as possible to ensure it functions correctly. The gate positioned between the front of the building and the previously mentioned rear fire exit was also unavailable for inspection as keys could not be found. I have been advised by the consulted person that the door has been fitted with a latch from the inside. Ideally this door should be fitted with a push bar or push pad device as this will ensure anyone needing to open the door in an emergency can do so easily and without delay. Staff should also check this door functions correctly too.</p>	<p>Tested.</p>	
<p>11.5</p>	<p>There are doors on the ground floor which open towards the flow of traffic but due to the low volume of people within the building it should not cause an issue with delaying any potential fire evacuation.</p>		
<p>11.1+11.13.</p>	<p>It is recommended that additional fire exit directional signs and fire exit keep clear signs be installed at the appropriate areas to give staff, visitors and contractors working on site the vital information needed upon a fire evacuation.</p>	<p>Review upon reports.</p>	
<p>12.9.</p>	<p>It is recommended that all fire doors are kept shut when not in use and never propped open as they can only prevent the spread of fire and smoke if kept closed. Staff should remove any door stops when found (see photo 6).</p>	<p>This is mggd daily</p>	