

**Independent Fire
Engineering Services Ltd**



Fire Risk Assessment

Office Space in Town

Blackfriars 22 Tudor Street EC4Y 0AY

Document Control & Notes

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1. Introduction

- 1.1 Independent Fire engineering Services Ltd (IFES) has been instructed by Office Space in Town; Blackfriars (hereafter referred to as the client) to complete a fire risk assessment audit in accordance with Articles 9 and 11 of the Regulatory Reform (Fire Safety) Order 2005 (FSO), at 22 Tudor Street EC4Y 0AY (hereafter referred to as the building).
- 1.2 The fire risk assessment audit is an organised and methodical look at the premises, the General Fire Precautionary Arrangements within the building, the activities within the premises, the potential for a fire to occur and the harm it could cause to the people in and around the premises. The existing fire safety measures are evaluated and reviewed to establish whether they are adequate or if more requires to be done. Its purpose is to inform those responsible for fire safety within the building of the relative risks that need to be managed or addressed, according to the assessment.
- 1.3 This document has been completed following a visit to the building made on the 7th June 2019. The terms front, rear, left, right and used as if looking towards the main entrance to the building
- 1.4 The building is a substantial existing building that has recently undergone a full remodelling and refurbishment, this project has been completed with full approvals from the relevant bodies and has received 'Final Completion Certification' on the 5th June 2019.

2. Scope of the Assessment

- 2.1 This assessment is based on the activities and processes seen on the day. The assessment was non-invasive, and no building component, machinery or plant element was disassembled or uncovered.
- 2.2 A visual inspection of the building was carried out, this was non-invasive and therefore any comments are limited to those that could be physically observed at the time of survey and from normally accessed parts of the building.

3. Brief Description of the Building

3.1 Fire Safety Management Profile and Fire Safety Arrangements

Responsible Person	Building Manger, as part of a corporate structure and supported by an Operations Manager who accepts responsibility for day to day functions of health and safety. The building provides serviced office space and meeting rooms for rent and so third party companies and employers shall be present, however they shall only occupy designated serviced office space with access to certain 'common space' break-out areas. The client permanently occupies the building indicating that control of fire safety functions can be deemed to be with the client.
Fire Safety Assistance	The Operation Manager accepts responsibility for arranging all testing and maintenance and servicing functions, organises routine inspections and periodic fire drills and fire safety briefings. This is considered to be appropriate for this building type.

3.2 Building Profile

Use of building/Purpose Group	Office and Meeting Rooms. Office spaces are leased for typically shorter term periods but none less then 3 months. Meeting rooms can be 'booked'.
Number of floors	Ground plus 6 levels above and 1 below; the 6 th floor is primarily open plant but there is also a small 'break out' area with small kitchenette.
Hours of Use	The building is primarily office hours although 24 hour access is available.
Brief outline of construction and environment	The building appears to be concrete frame and poured concrete slab and presents a traditional robust construction. The building has recently undergone a significant refurbishment programme which has resulted in modern standard fire doors and partitioning throughout, the fire alarm and emergency lighting are new installations.
FF Access issues	Access is direct from Highway without obstruction; there is no dry riser or fire fighting lift installation and this was agreed during the design and construction phase.

3.3 Occupancy Profile

General statement	Although presented as office space for short term lease it is understood that the significant majority of occupants shall be beyond 6 months with 12 months being established as a typical rental period. There are meeting rooms but access is highly controlled and all occupants shall be provided with instructions. It is considered that occupants can be considered as familiar.
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4. Fire Strategy for the Building

- 4.1 Full building fire alarm system understood to have been designed and commissioned to BS 5839-1 L1 coverage and instigating simultaneous evacuation strategy
- 4.2 Fire resisting construction providing lobby enclosure to 2 stairs considered to be suitable for escape and such that neither stair is required to be discounted to fire.
- 4.3 Client organises and monitors nominated fire wardens from each tenancy, these wardens taking responsibility for accounting for 'area clear' for each tenancy and reporting such to assembly point location that is under the control of the client.
- 4.4 Staff training to support the above means of escape strategy organised and monitored by client.
- 4.5 High standards of testing and maintenance of fire safety equipment, portable equipment and electrical installation
- 4.6 High profile given to Fire Safety matters in day to day function and management control.
- 4.7 As a newly constructed building Building Regulation 38 applies and all relevant fire safety information shall be obtained by the client.

5. Actions Recommended

5.1 Below are definitions of the risk level descriptors that are referenced in the Prioritised Action Plan.

Risk Level	Action and Timescale
Advisory	A need for consideration of improvements that, in the opinion of the assessor, shall improve a scenario presented and should be implemented at the discretion of the client.
Low	Risk reduction measures have been identified that are recommended to reduce risk but are unlikely to be associated with a significant risk to life. Time periods are indicated but client may wish to defer and time periods should be interpreted as indicating that client has acknowledged the issue and has programmed remedial works. The client may wish to assess the recommended actions against their own measure of tolerability and future intentions for building use.
Moderate	Risk reduction measures have been identified that are deemed to be required to achieve compliance with acceptable standards but are unlikely to be associated with a significant risk to life. Time periods are indicated but client may wish to defer and time periods should be interpreted as indicating that client has acknowledged the issue and has programmed remedial works. The client may wish to assess the recommended actions against their own measure of tolerability and future intentions for building use.
High	Risk reduction measures have been identified that are deemed to be required to achieve compliance with acceptable standards and are likely to be associated with a significant risk to life. Time periods are indicated and the client should complete the recommendation in the period stated or, at least, be able to demonstrate alternative arrangements and progression to completion of task. It shall be the assumption of IFES that unless further advice is sort the client has accepted and undertaken the recommendations contained within this report. IFES reserve the right to inform a third party of the scenario detailed in order to protect professional integrity.
Substantial	Risk reduction measures have been identified and should be implemented as soon as is practically possible or use of the detailed area may need to be restricted. Where associated with life risk the action points identified must be completed or alternatives provided, where associated with property protection the client may wish to assess against their own measure of tolerability. It shall be the assumption of IFES that unless further advice is sort the client has accepted and undertaken the recommendations contained within this report.
Intolerable	Risk has been identified that, in the opinion of the assessor, indicates that a building or part thereof is not safe to occupy. In this circumstance, detailed advice shall be provided to the client and the client must then stipulate the course of action that he/she shall commit to undertake. IFES reserve the right to inform a third party of the scenario detailed in order to protect professional integrity.

5.2 Prioritised Action Plan– extract of items noted as requiring action from findings during inspection

No.	Assessment Item	Observation	Action Recommended	Risk Level	Time Period
1	General Building fire Separation	The following minor items that can be regarded as ‘snagging’ should be attended too; 1. Door to stair on 5th floor in stair core 2 and ground floor of stair core 1 missing smoke seals 2. Centre cross corridor doors on 2nd floor missing self-closing device 3. Centre cross corridor door 1st floor magnet appears to have failed	Instruct repairs as required	moderate	within 1 month
2	AFD - Level of coverage	Smoke detector covered in basement ‘games room but significant sampling of easily accessible areas revealed no other detectors covered.	Remove cover to this detector and undertake check of all detectors in ‘hidden’ areas.	moderate	within 1 month
3	AFD - Level of coverage	BT room in basement; AFD covered and ceiling tiles missing	Remove cover and replace ceiling tiles	moderate	within 1 month
4	Means of Escape	The disabled refuge communication device control panel showing ‘common fault’	This was a known issue but action is raised to monitor completion	moderate	within 1 month
5	AFD - Level of coverage	It is stated in final commissioning documentation that detector devices were installed within 500mm of walls and that this had been resolved – however devices were observed on the 5 th floor lift lobby to be within 500mm of the wall.	This issue must be discussed with the fire alarm installers to confirm acceptability or – if required – the detectors should be moved.	Low	within 1 month
6	Other signage	‘Fire Exit Keep Clear’ signage not displayed on external side of final exits from stair wells	Display signs	Low	within 1 month
7	Other signage	Door from stair core 2 into BT room basement level needs fire door keep locked.	Display sign	Low	within 1 month
8	General Building fire Separation	It is known that there are fire dampers in this building providing fire rated protection within ducts.	Confirm future testing and maintenance schedule for the fire dampers within the ductwork in the building	advisory	ongoing

9	Staff Training/Fire drills	Client has undertaken to organise and administrate fire wardens from each tenancy and due to occupancy it is recommended that a fire drill be conducted every 6 months combined with fire warden meeting to confirm accuracy of schedule and knowledge of procedures, this can be regarded as sufficient level of fire safety training	Instigate fire drill in next few weeks and repeat every 6 months	advisory	ongoing
10	Peripheral devices	Lift grounds on activation of fire alarm – it should also confirm that the air handling system shuts down	Confirm AHU shut down on activation of fire alarm.	advisory	ongoing
11	Means of escape - Sufficient Provision?	The roof top plant area is provided with an alternative means of escape via hatch to fixed ladder	Ensure that when work on roof top plant area extends beyond a 30 minute period then permit to work is completed and alternative means of escape is confirmed.	advisory	ongoing
12	Fire Safety Management	As a recently completed project Building Regulation 38 applies and all relevant fire safety information shall be obtained by the client such as; the approved fire strategy for the building, all relevant commissioning certificates, detail of future testing and maintenance requirements for the installed equipment and as built plans	Confirm receipt of all relevant fire safety information in the form of the Building Regulation 38 Fire Safety Information Pack. This should have been confirmed by the Building Control Authority.	advisory	Within 1 month

6. Fire Risk Audit/Significant Findings noted during the Inspection

6.0.1. General Fire Precautions; during the assessment an inspection has been made of the building, and a review has been made of management procedures and keeping of records. The findings have been listed below. Where it has been considered that action is required this has been detailed and reproduced in the Action Recommended Table in Section 5 of this report.

6.0.2. It is intended that the assessment made below is sufficient to allow confirmation or otherwise that the various Articles and Duties as set down in the FSO are being fulfilled.

6.1. Means of Escape

Assessment Item	Observation	Action Recommended
Means of escape - Sufficient Provision?	Yes – the building is provided with 2 stairs that are lobby protected and ideally located to each end and centrally to the building, no travel distances are noted as being excessive and exit width capacities are appropriate for any potential occupancy as defined by typical occupancy factor measurements.	For Information
Means of escape - Sufficient Provision?	The roof top plant area is provided with an alternative means of escape via hatch to fixed ladder	Ensure that when work on roof top plant area extends beyond a 30 minute period then permit to work is completed and alternative means of escape is confirmed.
Means of escape - Sufficient Provision?	It was discussed that the main entrance doors will be secured when client’s staff vacate building and tenants might still be present but this is assessed as tolerable with the availability of alternative escape.	For Information
Means of escape - Sufficient Provision?	Staircase landings have been designated as refuges and provided with communication devices – the client does not currently employ any person of restricted mobility, if and when a tenant employs such a person then a personal evacuation plan will be formulated. Meeting rooms are primarily ground floor.	For Information
Means of Escape	The disabled refuge communication device control panel showing ‘common fault’	This was a known issue but action is raised to monitor completion

6.2. Fire Alarm and Peripheral Devices

Assessment Item	Observation	Action Recommended
AFD - Level of coverage adequate?	Full AFD to the building understood to have been installed and commissioned to BS 5839 L1 standard and client in receipt of commissioning certificates.	None/maintain
AFD - Level of coverage	Smoke detector covered in basement 'games room' but significant sampling of easily accessible areas revealed no other detectors covered.	Remove cover to this detector and undertake check of all detectors in 'hidden areas'.
AFD - Level of coverage	It is stated in final commissioning documentation that detector devices were installed within 500mm of walls and that this had been resolved – however devices were observed on the 5 th floor lift lobby to be within 500mm of the wall.	This issue must be discussed with the fire alarm installers to confirm acceptability or – if required – the detectors should be moved.
AFD - Level of coverage	BT room in basement; AFD covered and ceiling tiles missing	Remove cover and replace ceiling tiles
AFD Testing in accordance to BS 5839	New installation and so no history established but clear intention to instruct required testing and maintenance under contract.	None/maintain
AFD-Routine checks	Records were observed that indicated that routine checks were have been instigated according to routine schedules	None/maintain
Peripheral devices	Lift grounds on activation of fire alarm – it should also confirm that the air handling system shuts down	Confirm AHU shut down on activation of fire alarm.

6.3. Emergency Lighting

Assessment Item	Observation	Action Recommended
EL - Level of coverage adequate?	EL provided throughout the building, new installation and client in receipt of commissioning certificates.	None/maintain
EL - External Lighting	The building benefits from 'borrowed' lighting to external routes	For Information
EL - T&M according to BS?	New installation and so no history established but clear intention to instruct required testing and maintenance under contract.	None/maintain
Emergency Lighting - Routine Checks?	Records were observed that indicated that routine checks were have been instigated according to routine schedules	None/maintain

6.4. Signage and Provision of Information

Assessment Item	Observation	Action Recommended
Escape signage - Adequate provision?	Yes – noted as being sufficient.	None/maintain
Informative signage	Yes – appropriate notices routinely sited adjacent to call points.	None/maintain
Other signage	'Fire Exit Keep Clear' signage not displayed on external side of final exits from stair wells	Display signs
Other signage	Door from stair core 2 into BT room basement level needs fire door keep locked.	Display sign

6.5. Construction for Containment of Fire and limitation of fire spread

Assessment Item	Observation	Action Recommended
General Building fire Separation	As far as is possible to conclude following this non-invasive inspection the building appears to have been well constructed with stair wells and riser cupboards in good condition and no obvious failings. As a recently completed building it is reasonable to assume appropriate controls during the construction phase.	For information
General Building fire Separation	The following minor items that can be regarded as 'snagging' should be attended too; <ol style="list-style-type: none"> 4. Door to stair on 5th floor in stair core 2 and ground floor of stair core 1 missing smoke seals 5. Centre cross corridor doors on 2nd floor missing self-closing device 6. Centre cross corridor door 1st floor magnet appears to have failed 	Instruct repairs as required
General Building fire Separation	It is known that there are fire dampers in this building providing fire rated protection within ducts.	Confirm future testing and maintenance schedule for the fire dampers within the ductwork in the building

6.6. Actions in the Event of Fire and Training

Assessment Item	Observation	Action Recommended
Action in the event of fire	Procedures have been recorded and are provided to tenants on occupation, instruction notices are displayed within each occupancy, simple process of simultaneous evacuation to assembly point where client has constructed checklist of each tenancy for confirmation of building clear. It is stated to tenants that the evacuation of their respective areas is their responsibility.	None/maintain
Staff Training/Fire drills	Client has undertaken to organise and administrate fire wardens from each tenancy and due to occupancy it is recommended that a fire drill be conducted every 6 months combined with fire warden meeting to confirm accuracy of schedule and knowledge of procedures, this can be regarded as sufficient level of fire safety training	Instigate fire drill in next few weeks are repeat every 6 months

6.7. Fire Fighting Equipment – Provisions for fire service as separate item

Assessment Item	Observation	Action Recommended
Fixed installation?	None	none
Portable Extinguishers - reasonable provision?	Level of provision considered to be sufficient, no high risk activities or scenarios deemed to be present	None/maintain
Portable Extinguishers Staff training?	General instruction is for staff to not fight fire but to prioritise evacuation and this is consistent with general practice.	None/maintain
Portable Extinguishers in test date	Extinguishers observed to be in test date as new installation	None/maintain

6.8. Sources of Fuel – Housekeeping, Waste Control and Unnecessary Fire Load

Assessment Item	Observation	Action Recommended
Waste management	Generally good and no detrimental observations' no evidence of malicious activity and environment does not indicate likelihood of arson	None/maintain
Observation of unnecessary fire load	No detrimental observations made	None/maintain

6.9. Dangerous Substances

Assessment Item	Observation	Action Recommended
Dangerous Substances - Control	None significant at this site	None/maintain

6.10. Ignition Sources

Assessment Item	Observation	Action Recommended
Electrical installation	New installation and so with confirmation of installation certificate assumed to be compliant	None/maintain
Portable appliances	New installation and so no history established	None/maintain
Lightning protection	New installation and so with confirmation of installation certificate assumed to be compliant	None/maintain
Observation of unnecessary potential ignition sources	No detrimental observations made	None/maintain

6.11. Control of Plant Areas

Assessment Item	Observation	Action Recommended
Access	Plant rooms controlled access	None/maintain
Plant areas – clear of combustibles?	No detrimental observations made	None/maintain

6.12. Kitchen/Catering

Assessment Item	Observation	Action Recommended
Cooking?	Small kitchenettes and Tea points only - no significant risk is noted	None/maintain

6.13. Fire Fighting Arrangements and Access

Assessment Item	Observation	Action Recommended
FF access to site	Good access directs from highway to front and sides of building, no provision of fire fighting shaft agreed with relevant authorities at design and construction stage.	None/maintain

7. Competency of Assessor

Rob Ellingham – Brief Personal Profile;

I joined the London Fire Brigade (LFB) in 1993 and started a career in the Fire Safety Department in 1997; I became a Senior Fire Officer in 1999 and obtained experience in the Inspection and Enforcement role and in the Building Control Consultation process across the full range of building types. I attended all relevant Fire Safety Modules at the Fire Service College during a 3 year period.

In 2002 I was promoted to the LFB's Central Fire Engineering Team. In 5 years with this team I gained a First Class Honours Degree in Fire Engineering whilst being simultaneously educated by the LFB Fire Engineering Team, LFB Fire Safety and Operational colleagues, Building Control associates across all the London Boroughs; I was also very well educated by the leading practitioners of Fire Engineering operating in London during this time and was fortunate to represent the LFB at numerous BSI committees.

During my time with the LFB Fire Engineering Team a primary function was to provide an internal consultancy support role to all Borough Fire Safety Teams in the Building Control Consultation function and the undertaking of the Brigade's Enforcement role. This process included the 'role out' of the Regulatory Reform (Fire Safety) Order 2005.

I left the LFB in 2007 and have worked as a Fire Engineer in new build design, fire safety management consultancy, fire safety management auditing and the completion of fire risk assessments.

I have advised and specified complex fire engineering solutions and evacuation strategies and provided a liaison role with the Approvals 'bodies' where circumstances that are outside of standard guidance exist. I can provide evidence of experience at several major University Campuses, the U.K.'s tallest buildings and major sports stadiums. I am currently contracted to deliver a Fire Safety Management Consultancy function to Imperial College London and the University of Hertfordshire.

I am an Associate Trainer with the Fire Protection Association (www.thefpa.co.uk) and have contributed to the development and delivery of courses in regard to General Application of Fire Safety Design Codes, Fire Risk Assessment, Fire Safety Management, Fire Engineering and BS 9999, many of these courses being delivered to U.K. Fire and Rescue Services.

I have also developed a series of training delivery and structured assessments seeking to verify the competencies of Fire Safety Officers working for the Fire and Rescue Service.