



**Independent Fire
Engineering Services Ltd**

Fire Risk Assessment Review

Office Space in Town

Monument,

20 St Dunstons Hill, London, EC3R 8HL

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; Monument (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 20 St Dunstons Hill, London, EC3R 8HL (hereafter referred to as the building).
- 1.2 The fire risk assessment audit (FRA) 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 The original FRA was completed in November 2015 and reviewed subsequently. This report represents a review of the FRA completed following alterations made to one of the office floors which has seen a change to the layout of the internal partitioning.
- 1.4 The change that has occurred has seen the formation of a new office layout that will prevent 'rest of floor' access to one of the escape stairs on the 3rd floor, this is assessed as being satisfactory as the resulting layout shall remain appropriate for the provision of suitable means of escape for the remainder of the floor. This is detailed in section 6.1 of this report.

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.
- 2.3 As a review the opportunity was taken to confirm that the actions raised by the original FRA had been completed.

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 and 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 sufficient for this building type.

3.2 Building Profile

Use of building/Purpose Group	Office and Meeting Rooms with ancillary serviced bedrooms; the bedrooms are constructed to a hotel standard but the rooms shall only be occupied when pre booked by the client's tenants.
Number of floors	Ground plus 6 levels above and 1 below; the ground floor is configured for lower and upper levels but can be considered as ground for simplicity. The bedroom block is two levels
Hours of Use	The building is primarily office hours although 24 hour access is available; serviced bedrooms shall mean 24 hour occupancy.
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

3.3 Occupancy Profile

General statement	Although presented as office space for rent 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.
Overnight occupancy	5 bedrooms in adjoining building that is also assessed as part of this report.
Daytime occupancy	Potential for up to 700 persons throughout the building.

4. Fire Strategy for the Building

- 4.1 Full building fire alarm system consistent with, at least, BS 5839-1 L2 coverage and instigating simultaneous evacuation strategy throughout the building including the bedroom block
- 4.2 Fire resisting construction providing lobby enclosure to 3 stairs considered to be suitable for escape.
- 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 Any occupant of the bedroom block shall be provided with clear written instruction in regards actions to be taken in the event of fire.
- 4.5 Staff training to support the above means of escape strategy organised and monitored by client.
- 4.6 High standards of testing and maintenance of fire safety equipment, portable equipment and electrical installation
- 4.7 High profile given to Fire Safety matters in day to day function and management control

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

There are no actions raised by this report.

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 3 stairs that are suitably protected and ideally located to each end and centrally to the building, this configuration allowing floors to be ‘set up’ so that the formation of office layout that prevents ‘rest of floor’ access to one of the escape stairs is assessed as being satisfactory as the resulting layout shall remain appropriate for the provision of suitable means of escape for the remainder of the floor with no travel distances being excessive and exit width capacities are appropriate.	For Information
Means of escape - Sufficient Provision?	A slightly unusual feature is that the central stair is open at ground floor to the main reception but this is a controlled location and if the central stair is affected then access is available to each other stair. It is understood that this is a per the design proposal which has received all appropriate formal approvals.	For Information
Means of escape - Sufficient Provision?	Bedroom block is over two levels and is consistent with published guidance for travel distance and protection to stairs/corridors with dedicated stair to final exit and potential for movement back into main building	For Information

6.2. Fire Alarm and Peripheral Devices

Assessment Item	Observation	Action Recommended
AFD - Level of coverage adequate?	Full AFD to the building is provided and it was observed that AFD devices appeared to be in all rooms. This survey cannot confirm actual level of coverage and specialist contractor to advice, but no issue is raised and the level of coverage is considered to be suitable.	None/maintain
AFD Testing in accordance to BS 5839	Yes under contract to specialist contractor	None/maintain
AFD-Routine checks	Records were observed that indicated that routine checks were being completed	None/maintain

6.3. Emergency Lighting

Assessment Item	Observation	Action Recommended
EL - Level of coverage adequate?	EL provided throughout the building and considered to be sufficient.	None/maintain
EL - External Lighting	The building benefits from 'borrowed' lighting to large parts of external routes	For Information
EL - T&M according to BS?	Yes under contract to specialist contractor	None/maintain
Emergency Lighting - Routine Checks?	Records were observed that indicated that routine checks were being completed	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

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

Assessment Item	Observation	Action Recommended
General Building fire Separation	Observed to be good standard – significant refurbishment of building was completed under Building Control monitoring and reasonably assumed to be to a sufficient standard. No detrimental observations were made although this is not an invasive survey.	None/maintain
General Building fire Separation	It is assessed that all parts of the building are provided with suitable and sufficient prevention of fire spread for the provision of life safety in the event of fire.	None/maintain

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	None/maintain
Staff Training/Fire drills	Client has organised fire wardens from each tenant and fire drills 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	None/maintain
Action in the event of fire	On booking occupants of the bedrooms are provided with relevant information combined with action plans on bedroom doors. Out of hours client has contracted security firm providing a response to the building.	None/maintain

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	Generally good and no detrimental observations	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?	Some storage was observed to plant areas but this was observed to be controlled and remote from ignition sources. Storage of combustibles in plant rooms should be discouraged, however, if well managed risk levels are low. Continue to restrict levels of storage and keep to minimum in locations remote from sources of ignition.	None/maintain

6.12. Kitchen/Catering

Assessment Item	Observation	Action Recommended
Full kitchen	Top floor is formed as a café – no deep fat fryers and relatively small. Tea points are formed to each floor but 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, a dry riser has been provided to the East stair but the firefighting lift is located to the central stair, the East stair is provided with ventilation at the head but the lobby is not ventilated. Client has confirmed that this configuration has been agreed as part of the approvals process for this significant refurbishment.	None/maintain
FF equipment	Smoke ventilation to east stair	None/maintain
FF equipment	Fire fighting lift	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.