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|  | 1. **REGULATORY REFORM (FIRE SAFETY) ORDER 2005** 2. **FIRE RISK ASSESSMENT** | |  |
|  | |  |  | | --- | --- | | 1. Address of premises:   Tel: | 1. ***Dorset House*** 2. ***Fern Barrow*** 3. ***Poole*** 4. ***Dorset*** 5. ***01202 961626*** | | 1. Responsible person (e.g. employer) or person having control of the premises: | 1. ***Vice Chancellor, Bournemouth University*** | | 1. Person(s) consulted: | 1. ***Tony Swan, Technical Services Manager*** | | 1. Assessor: | 1. ***David Gale Tech IOSH , Fire Safety Officer, Bournemouth University*** | | 1. Date of fire risk assessment: | 1. ***10th October 2018*** | | 1. Date of previous fire risk assessment/audit | 1. ***None*** | | 1. Suggested date for review1): | 1. ***October 2020*** | | |  |
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|  | 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. | |  |
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|  | 1. 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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs. | |  |
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|  | 1. **GENERAL INFORMATION** |  |
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|  | 1. **FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL** |  |
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|  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 1. **9.** | 1. **ARSON** | | | | | | | | 1. 9.1 | 1. Does basic security against arson by outsiders appear reasonable? 2) |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | 1. 9.2 | 1. Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | 1. 9.3 | 1. Comments and hazards observed: |  |  |  |  |  |  | |  |  | | | | | | | | 1. **10.** | 1. **PORTABLE HEATERS AND HEATING INSTALLATIONS** | | | | | | | | 1. 10.1 | 1. Is the use of portable heaters avoided as far as practicable? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | 1. 10.2 | 1. If portable heaters are used: |  |  |  |  |  |  | |  | 1. Is the use of the more hazardous type (e.g. radiant  bar fires or lpg appliances) avoided? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. Are suitable measures taken to minimize the hazard  of ignition of combustible materials? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | | 1. 10.3 | 1. Type of fixed heating installation: 2. ***Gas boiler central heating with fixed radiators.*** |  |  |  |  |  |  | | 1. 10.4 | 1. Are fixed heating installations subject to regular maintenance? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | 1. 10.5 | 1. Comments and hazards observed: |  |  |  |  |  |  | |  | 1. ***Gas fired heating – 3 boilers in building - Test certificates available.*** 2. ***No portable heaters witnessed during the inspection. Policy of the university does not allow the more hazardous heaters such as bar or halogen heaters.*** | | | | | | | | |  |
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|  | 1. 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. | |  |
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|  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 1. **11.** | 1. **KITCHEN/COOKING** | | | | | | | | 1. 11.1 | 1. Are reasonable measures taken to prevent fires as a result of cooking? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | 1. 11.2 | 1. More specifically: |  |  |  |  |  |  | |  | 1. Filters changed and ductwork cleaned regularly? | 1. N/A | 1. **X** | 1. Yes |  | 1. No |  | |  |  |  |  |  |  |  |  | |  | 1. Suitable extinguishing appliances available? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | | 1. 11.3 | 1. Comments and hazards observed: | | | | | | | |  | 1. ***Toasters, microwaves and dishwashers are in use within the kitchenette areas in. This introduces a small risk that a fire may occur within those areas. The kitchen areas are not required to be fire resisting for means of escape purposes however for business continuity reasons the doors to the kitchens should be shut to stop*** ***smoke spread. Acoustic hold open devices are in use in some but not all kitchenettes.*** 3. devices activated by single point detectors fixed within the kitchen should be provided***.*** | | | | | | | | 1. **12.** | 1. **LIGHTNING** | | | | | | | | 1. 12.1 | 1. Does the building have a lightning protection system? | 1. N/A |  | 1. Yes |  | 1. No | 1. **X** | |  |  |  |  |  |  |  |  | | 1. 12.2 | 1. Comments and deficiencies observed: | | | | | | | |  | 1. ***No Lightning protection installed Confirmation this is not required via written risk assessment should be held by BU.*** | | | | | | | | 1. **13.** | 1. **HOUSEKEEPING** | | | | | | | | 1. 13.1 | 1. Is the standard of housekeeping adequate? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | | 1. 13.2 | More specifically: |  |  |  |  |  |  | |  | Combustible materials appear to be separated from  ignition sources? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | Avoidance of unnecessary accumulation of  combustible materials or waste? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | Appropriate storage of hazardous materials? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | |  | Avoidance of inappropriate storage of combustible  materials? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | 1. 13.3 | 1. Comments and hazards observed: | | | | | | | |  | 1. ***In general the standard is satisfactory.*** | | | | | | | |  |

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|  | 1. **FIRE PROTECTION MEASURES** |  |
|  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 1. **17.** | 1. **MEANS OF ESCAPE FROM FIRE** | | | | | | | | 1. 17.1 | 1. It is considered that the site is provided with reasonable means of escape in case of fire. |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | 1. 17.2 | 1. More specifically: | 1. N/A |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. Adequate design of escape routes? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | |  | 1. Adequate provision of exits? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | |  | 1. Exits easily and immediately openable where  necessary? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. Fire exits open in direction of escape where  necessary? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. Avoidance of sliding or revolving doors as fire exits  where necessary? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. Satisfactory means for securing exits? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | |  | 1. Reasonable distances of travel: |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | • Where there is a single direction of travel? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | |  | • Where there are alternative means of escape? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | |  | 1. Suitable protection of escape routes? |  |  | 1. Yes | 1. **X** | 1. No |  | |  | 1. Including doors, screens, and walls. |  |  |  |  |  |  | |  | 1. Suitable fire precautions for all inner rooms? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | |  | 1. Escape routes unobstructed? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | | 1. 17.3 | 1. It is considered that the building is provided with reasonable arrangements for means of escape for disabled people. | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | 1. 17.4 | 1. Comments and deficiencies observed: |  |  |  |  |  |  | |  | 1. ***Confirm on site personnel are available to assist with disabled evacuation out of normal working hours.*** | | | | | | | |  |
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|  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 1. **18.** | 1. **MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT** | | | | | | | | 1. 18.1 | 1. It is considered that there is: |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. Compartmentation of a reasonable standard3). |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | |  | 1. Reasonable limitation of linings that might promote  fire spread. |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | 1. 18.2 | 1. 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) | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | 1. 18.3 | 1. Comments and deficiencies observed: | | | | | | | |  | 1. ***Consider Independent accredited contractor to ensure compliance and best practice regarding compartmentation, this needs to be considered with any future plans for the building against potential cost.*** | | | | | | | | 1. **19.** | 1. **EMERGENCY ESCAPE LIGHTING** | | | | | | | | 1. 19.1 | 1. Reasonable standard of emergency escape lighting system provided? 5) | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | 1. 19.2 | 1. Comments and deficiencies observed: | | | | | | | |  | 1. ***Self-contained battery luminaires, some maintained, appearing to conform to British Standard 5266: Part 1.*** 2. ***Test records are located in the estates office and are in date.*** | | | | | | | | 1. **20.** | 1. **FIRE SAFETY SIGNS AND NOTICES** | | | | | | | | 1. 20.1 | 1. Reasonable standard of fire safety signs and notices? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | | 1. 20.2 | 1. Comments and deficiencies observed: | | | | | | | |  | 1. ***Refuges are provided with identification signs, all call points have fire action notices nearby. An appropriate standard is provided.*** | | | | | | | | |  |
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|  | 1. 3) Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate. 2. 4) A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment. 3. 5) Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out. | |  |
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|  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 1. **21.** | 1. **MEANS OF GIVING WARNING IN CASE OF FIRE** | | | | | | | | 1. 21.1 | 1. Reasonable manually operated electrical fire alarm system provided? 6) |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | 1. 21.2 | 1. Automatic fire detection provided? | 1. Yes |  | 1. Yes | 1. **X** | 1. No |  | |  | 1. (throughout building) | 1. (part of building only) | |  |  |  | |  |  |  |  |  |  |  |  | | 1. 21.3 | 1. Extent of automatic fire detection generally appropriate for the occupancy and fire risk? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | 1. 21.4 | 1. Remote transmission of alarm signals? | 1. N/A |  | 1. Yes |  | 1. No | 1. **X** | |  |  |  |  |  |  |  |  |  | | 1. 21.5 | 1. Satisfactory policy | 1. N/A | 1. **X** | 1. Yes |  | 1. No |  | |  | In accordance with CFOA Policy ‘Model Agreement for  Remotely Monitored Fire Alarm Systems’ | | | | | | | | 21.6 | 1. Comments and deficiencies observed: 2. ***The building has a full fire alarm system comprising automatic detection and manual call points generally appearing to conform to British Standard 5839 Part 1 Category L2. All installation certificates available.*** | | | | | | | | 1. **22.** | 1. **MANUAL FIRE EXTINGUISHING APPLIANCES** | | | | | | | | 1. 22.1 | 1. Reasonable provision of portable fire extinguishers? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | | 1. 22.2 | 1. Hose reels provided? |  |  | 1. Yes |  | 1. No | 1. **X** | |  |  |  |  |  |  |  |  | | 1. 22.3 | 1. Are all fire extinguishing appliances readily accessible? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | | 1. 22.4 | Comments and deficiencies observed:  ***Fire extinguishers provided complying with the guidance of BS5306-8:2012 part 8, it should be noted that the annual service of the Britannia P50 foam extinguisher is completed in house as detailed in manufacturer’s instructions.*** | | | | | | | | |  |
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|  | 1. 6) Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out. | |  |
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|  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 1. **23.** | 1. **RELEVANT**7) **AUTOMATIC FIRE EXTIGUISHING SYSTEMS** | | | | | | | | 1. 23.1 | 1. Type of system: | | | | | | | |  | 1. ***None*** | | | | | | | | 1. 23.2 | 1. Comments: | | | | | | | |  |  | | | | | | | | 1. **24.** | 1. **OTHER RELEVANT** 7) **FIXED SYSTEMS AND EQUIPMENT** | | | | | | | | 1. 24.1 | 1. Type of fixed system: | | | | | | | |  | 1. ***Automatic Opening Vent (AOV) at the head of the escape stairs linked to fire alarm system.*** 2. ***Fire dampers*** | | | | | | | | 1. 24.2 | 1. Comments: | | | | | | | |  | 1. ***None*** | | | | | | | | 1. 24.3 | 1. Suitable provision of fire‑fighters switch(es) for high voltage luminous tube signs, etc. | 1. N/A | 1. **X** | 1. Yes |  | 1. No |  | |  |  |  |  |  |  |  | |  |  | | | | | | | | 1. 24.4 | 1. Comments: | | | | | | | |  | 1. ***None*** | | | | | | | | |  |
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|  | 1. 7) Relevant to life safety and this risk assessment (as opposed purely to property protection). | |  |
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|  | 1. **MANAGEMENT OF FIRE SAFETY** | |  |
|  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 1. **25.** | 1. **PROCEDURES AND ARRANGEMENTS** | | | | | | | | 1. 25.1 | 1. Fire safety is managed by: 8) | | | | | | | |  | 1. ***S. Laird , Director of Estates*** | | | | | | | | 1. 25.2 | 1. Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. Comments: | | | | | | | |  | 1. ***David Gale Tech IOSH, Fire Officer, Bournemouth University for fire risk assessment*** 2. ***In house staff service and maintain emergency lighting system and fire extinguishers*** 3. ***Wessex Electrical appointed to service and maintain fire alarm system*** | | | | | | | | 1. 25.3 | 1. Is there a suitable record of the fire safety arrangements? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | |  | 1. Comments: | | | | | | | |  | 1. ***An overarching fire policy and management document is in place along with numerous operational documents.*** | | | | | | | | 1. 25.4 | 1. Appropriate fire procedures in place? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | |  | 1. More specifically: |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. Are procedures in the event of fire appropriate and  properly documented? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. Are there suitable arrangements for summoning the  fire and rescue service? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. 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? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. Are there suitable arrangements for ensuring that the  premises have been evacuated? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. Is there a suitable fire assembly point(s)? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | |  | 1. Are there adequate procedures for evacuation of any  disabled people who are likely to be present? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | | |  |
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|  | 1. 8) 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. | |  |

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|  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | 1. Comments: | | | | | | | |  | ***Procedure documentation is available and suitable, all emergency calls are sent via the reception within Poole House. The building has a premises information box that contains all information required by the fire service along with procedures to be followed by the Fire Marshals. Assembly points are provided and used during practise evacuations. PEEPS are provided for disabled people as required along with refuges with Emergency Voice Communication linked back to the fire panel area.*** | | | | | | | | 1. 25.5 | 1. Persons nominated and trained to use fire extinguishing appliances? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. Comments: | | | | | | | |  | 1. ***Fire Wardens are given initial training and refresher training is provided every three years this includes fire extinguisher training.*** | | | | | | | | 1. 25.6 | 1. Persons nominated and trained to assist with evacuation, including evacuation of disabled people? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. Comments: | | | | | | | |  | 1. ***Evacuation chairs are provided in the building and Estates specific staff are trained in the evacuation of disabled individuals.*** | | | | | | | | 1. 25.7 | 1. Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. Comments: | | | | | | | |  | 1. ***The Fire Officer maintains good contact with Operational and fire safety staff in Dorset and Wiltshire Fire and Rescue Service.*** | | | | | | | | 1. 25.8 | 1. Routine in‑house inspections of fire precautions (e.g. in the course of health and safety inspections)? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. Comments: | | | | | | | |  | 1. ***None*** | | | | | | | |  |

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|  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 1. **26.** | 1. **TRAINING AND DRILLS** | | | | | | | | 1. 26.1 | 1. Are all staff given adequate fire safety instruction and training on induction? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. Comments: | | | | | | | |  | 1. ***The initial induction training is given by line managers; additionally a bespoke fire safety on line package is used throughout the University, it is encouraged that new employees complete the module as soon as possible after they have started.*** | | | | | | | | 1. 26.2 | 1. Are all staff given adequate periodic “refresher training” at suitable intervals? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. Comments: | | | | | | | |  | 1. ***The online training detailed above is completed annually by staff.*** | | | | | | | | 1. 26.3 | 1. Does all staff training provide information, instruction or training on the following: |  |  |  |  |  |  | |  | 1. N/A |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. Fire risks in the premises? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | |  | 1. The fire safety measures in the building? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | |  | 1. Action in the event of fire? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | |  | 1. Action on hearing the fire alarm signal? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | |  | 1. Method of operation of manual call points? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | |  | 1. Location and use of fire extinguishers? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | |  | 1. Means for summoning the fire and rescue service? |  |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  |  | |  | 1. Identity of persons nominated to assist with  evacuation? | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | 1. Procedures for the safe evacuation of all occupants? |  |  | 1. Yes | 1. **X** | 1. No |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  | 1. Comments: | | | | | | | |  | 1. ***The online package mentioned above covers all the issues detailed above.*** | | | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1. 26.4 | 1. Are staff with special responsibilities (e.g. fire wardens) given additional training? | 1. N/A | |  | 1. Yes | 1. **X** | 1. No |  | |  |  | |  |  |  |  |  | |  |  |  | |  |  |  |  |  | |  | 1. Comments: | | | | | | | | |  | 1. ***Fire Wardens are given initial training and refresher training is provided every three years this includes fire extinguisher training.*** | | | | | | | | | 1. 26.5 | 1. Are fire drills carried out at appropriate intervals? | 1. N/A | |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  | |  |  |  |  |  | |  | 1. Comments: | | | | | | | | |  | 1. ***Fire drills are carried out annually and details recorded.*** | | | | | | | | | 1. 26.6 | 1. When the employees of another employer work in the premises: |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  |  | |  |  |  |  |  | |  | 1. Is their employer given appropriate information  (e.g. on fire risks and general fire precautions)? | 1. N/A | |  | 1. Yes | 1. **X** | 1. No |  | |  |  | |  |  |  |  |  | |  |  |  | |  |  |  |  |  | |  | 1. Is it ensured that the employees are provided with  adequate instructions and information? | 1. N/A | |  | 1. Yes | 1. **X** | 1. No |  | |  | 1. Each member of staff | |  |  |  |  |  | |  |  |  | |  |  |  |  |  | |  | 1. Comments: |  | |  |  |  |  |  | |  | 1. ***Paperwork provided and employees questioned on arrival at the Estates Office.*** | | | | | | | | |  |  |  | |  |  |  |  |  | | 1. **27.** | 1. **TESTING AND MAINTENANCE** | | | | | | | | | 1. 27.1 | 1. Adequate maintenance of premises? | 1. N/A | |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  | |  |  |  |  |  | |  | 1. Comments and deficiencies observed: | | | | | | | | |  | 1. ***Refer to comments below*** | | | | | | | | | 1. 27.2 | 1. Weekly testing and periodic servicing of fire detection and alarm system? | 1. N/A | |  | 1. Yes | 1. **X** | 1. No |  | |  |  | |  |  |  |  |  | |  |  |  | |  |  |  |  |  | |  | 1. Comments and deficiencies observed: | | | | | | | | |  | 1. ***Monthly tests will be carried out – this departure from BS5839 has been fully risk assessed and agreed with the Fire Service.*** 2. ***System serviced in accordance with BS5839 Pt 1*** 3. ***Installation certificates confirming compliance available.*** | | | | | | | | | 1. 27.3 | 1. Monthly and annual testing routines for emergency escape lighting? | 1. N/A | |  | 1. Yes | 1. **X** | 1. No |  | |  |  | |  |  |  |  |  | |  |  |  | |  |  |  |  |  | |  | 1. Comments and deficiencies observed: | | | | | | | | |  | 1. ***Monthly test will be carried out*** 2. ***System serviced in accordance with BS5266 Pt 1*** 3. ***Installation certificates confirming compliance available.*** | | | | | | | | | 1. 27.4 | 1. Routine inspection and annual maintenance 2. of fire extinguishers. | | 1. N/A |  | 1. Yes | 1. **X** | 1. No |  | |  |  |  |  |  |  | |  |  | |  |  |  |  |  |  | |  | 1. Comments and deficiencies observed: | | | | | | | | |  | 1. ***New Britannia P50 6 litre foam extinguisher installed throughout premises – these replace previously installed Water, Foam and CO2 extinguishers.*** | | | | | | | | | 1. 27.5 | 1. Periodic inspection of external escape staircases, paths and gangways? | 1. N/A | |  | 1. Yes | 1. **X** | 1. No |  | |  |  | |  |  |  |  |  | |  |  |  | |  |  |  |  |  | |  | 1. Comments and deficiencies observed: | | | | | | | | |  | 1. ***None*** | | | | | | | | | 1. 27.6 | 1. Six‑monthly inspection and annual testing of rising mains? | 1. N/A | | 1. **X** | 1. Yes |  | 1. No |  | |  |  |  | |  |  |  |  |  | |  | 1. Comments and deficiencies observed: | | | | | | | | |  |  | | | | | | | | | 1. 27.7 | 1. Weekly and monthly testing, six monthly inspection and annual testing of fire‑fighting lifts? | 1. N/A | | 1. **X** | 1. Yes |  | 1. No |  | |  |  | |  |  |  |  |  | |  |  |  | |  |  |  |  |  | |  | 1. Comments and deficiencies observed: | | | | | | | | |  | 1. ***None*** | | | | | | | | | 1. 27.8 | 1. Weekly testing and periodic inspection of sprinkler installations? | 1. N/A | | 1. **X** | 1. Yes |  | 1. No |  | |  |  | |  |  |  |  |  | |  |  |  | |  |  |  |  |  | |  | 1. Comments: | | | | | | | | |  | 1. ***None*** | | | | | | | | |  |

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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1. 27.9 | 1. Routine checks of final exit doors and/or security fastenings? | 1. N/A | |  | | 1. Yes |  | 1. No | 1. **X** | |  |  | |  | |  |  |  |  | |  | 1. Comments: 2. ***This is not completed – procedures should be adopted.*** | | | | | | | | | | 1. 27.10 | 1. Annual inspection and test of lightning protection system? | | 1. N/A | | 1. **X** | 1. Yes |  | 1. No |  | |  |  | |  | |  |  |  |  |  | |  | 1. Comments: 2. ***This will be completed by an external contractor.*** 3. ***None*** | | | | | | | | | | 1. 27.11 | 1. Routine inspection and testing of fire resisting doors? | | 1. N/A | |  | 1. Yes |  | 1. No | 1. **X** | |  |  | |  | |  |  |  |  |  | |  | 1. Comments: 2. ***This currently is not carried out, procedures are being developed to address.*** | | | | | | | | | |  |  | | | | | | | | |  | 1. **√** |  |  |  |  | | 1. 27.12 | 1. Other relevant inspections or tests: | | | | | | | | | |  | 1. ***Testing and maintenance of smoke vents and fire dampers new contract and PPM to be implemented*** | | | | | | | | | |  | 1. Comments: | | | | | | | | | |  |  | | | | | | | | | | 1. **28.** | 1. **RECORDS** | | | | | | | | | | 1. 28.1 | 1. Appropriate records of: |  | |  | |  |  |  |  | |  |  |  | |  | |  |  |  |  | |  | 1. Fire drills? | 1. N/A | |  | | 1. Yes | 1. **X** | 1. No |  | |  |  |  | |  | |  |  |  |  | |  | 1. Fire training? | 1. N/A | |  | | 1. Yes | 1. **X** | 1. No |  | |  |  |  | |  | |  |  |  |  | |  | 1. Fire alarm tests? | 1. N/A | |  | | 1. Yes | 1. **X** | 1. No |  | |  |  |  | |  | |  |  |  |  | |  | 1. Emergency escape lighting tests? | 1. N/A | |  | | 1. Yes | 1. **X** | 1. No |  | |  |  |  | |  | |  |  |  |  | |  | 1. Maintenance and testing of other fire protection systems/provisions including sprinklers, portable fire fighting equipment, fire doors and exit doors. | 1. N/A | |  | | 1. Yes |  | 1. No | 1. **X** | |  |  | |  | |  |  |  |  |  | | 1. 28.2 | 1. Comments: | | | | | | | | | |  | 1. ***Records are maintained – see comment on Emergency Lights above and action plan regarding fire doors and exit doors.*** | | | | | | | | | |  |
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|  | 1. **FIRE RISK ASSESSMENT** |  |
|  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 1. The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800: | | | | | | | | |  | |  |  |  |  | | --- | --- | --- | --- | | 1. **Potential consequences of fire** 2. **Likelihood of fire** | 1. **Slight harm** | 1. **Moderate harm** | 1. **Extreme harm** | | 1. **Low** | 1. Trivial risk | 1. Tolerable risk | 1. Moderate risk | | 1. **Medium** | 1. Tolerable risk | 1. Moderate risk | 1. Substantial risk | | 1. **High** | 1. Moderate risk | 1. Substantial risk | 1. Intolerable risk | | | | | | | | | 1. 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: | | | | | | | | | 1. **Low** | |  | 1. **Medium** | 1. **X** | 1. **High** |  |  | |  | | | | | | | | | 1. In this context, a definition of the above terms is as follows: | | | | | | | | | **Low:** | | 1. Unusually low likelihood of fire as a result of negligible potential sources of ignition. | | | | | | | 1. **Medium:** | | 1. 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:** | | 1. Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire. | | | | | | |  | | | | | | | | | 1. Taking into account the nature of the building 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: | | | | | | | | | 1. **Slight harm** | | 1. **X X** | 1. **Moderate harm** | 1. **X** | 1. **Extreme harm** |  |  | |  | | | | | | | | | 1. In this context, a definition of the above terms is as follows: | | | | | | | | | **Slight harm:** | | 1. 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). | | | | | | | 1. **Moderate harm:** | | 1. 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:** | | 1. Significant potential for serious injury or death of one or more occupants. | | | | | | |  |
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|  | | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1. Accordingly, it is considered that the risk to life from fire at these premises is: | | | | | | | | | | | 1. **Trivial** |  | 1. **Tolerable** | 1. **X** | 1. **Moderate** |  | 1. **Substantial** |  | 1. **Intolerable** |  |  | |  | | | | | | | | | | | 1. Comments: | | | | | | | | | | | 1. ***None*** | | | | | | | | | | | 1. 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 advocated by BS 8800 for general health and safety risks: | | | | | | | | | | | |  |  | | --- | --- | | 1. **Risk level** | 1. **Action and timescale** | | 1. **Trivial** | 1. No action is required and no detailed records need be kept. | | 1. **Tolerable** | 1. No major additional controls required. However, there might be a need for improvements that involve minor or limited cost. | | 1. **Moderate** | 1. It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. 2. 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. | | 1. **Substantial** | 1. Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken. | | 1. **Intolerable** | 1. Building (or relevant area) should not be occupied until the risk is reduced. | | | | | | | | | | | | |  | | --- | | 1. **(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.)** | | | | | | | | | | | | | |  |
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|  | 1. **Copy of the action plan available on request from the BU Fire Officer or the Estates Hard Services manager** |  |