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|  | 1. **REGULATORY REFORM (FIRE SAFETY) ORDER 2005**
2. **FIRE RISK ASSESSMENT**
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| --- | --- |
| 1. Address of premises:

Tel: | 1. ***Talbot 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. ***18 January 2019***
 |
| 1. Date of previous fire risk assessment/audit
 | 1. ***23 January 2017***
 |
| 1. Suggested date for review1):
 | 1. ***January 2021***
 |

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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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.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. **1.**
 | 1. **THE PREMISES Educational Establishment**
 |
| 1. 1.1
 | 1. Number of floors: ***2 floors***
2.
 |
| 1. 1.2
 | 1. Approximate site area:
 | 1. ***1909*** ***m² gross***
 |
|  |  | 1.
 |
|  |  | 1.
 |
|  |  |  |
| 1. 1.3
 | 1. Brief details of construction:
2. ***The building is constructed of steel and brick with traditional tiled roof. It is centred around a central courtyard. The building has had changes over the years. 2 external staircases provide alternative escape routes from the first floor level together with a central protected internal stair.***
 |
| 1. 1.4
 | 1. Use of premises: ***The building is multi use, with office accommodation, teaching facilities, a multi-purpose student hall, a Doctors Surgery and a nursery.***
 |
| 1. **2.**
 | 1. **THE OCCUPANTS**
 |
| 1. 2.1
 | 1. Approximate maximum number:
 | 1. ***300***
 |
| 1. 2.2
 | 1. Approximate number of employees at any one time:
2.
 | 1. ***20***
 |
| 1. 2.3
 | 1. Maximum number of members of public at any one time:
 | 1. ***280***
 |
| 1. **3.**
 | **OCCUPANTS ESPECIALLY AT RISK FROM FIRE** |
| 1. 3.1
 | 1. Sleeping occupants:
2.
 | 1. ***0***
 |
| 1. 3.2
 | 1. Disabled occupants:
 | 1. ***Varies***
 |
| 1. 3.3
 | 1. Occupants in remote areas and lone workers:
 | 1. ***0***
 |
| 1. 3.4
 | 1. Young persons:
 | 1. ***0 (within BU areas excludes Nursery)***
 |
| 1. 3.5
 | 1. Others:
 | 1. ***0***
 |
|  |

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| 1. **4.**
 | 1. **FIRE LOSS EXPERIENCE**
 |
|  | 1. ***None recorded***
 |
| 1. **5.**
 | 1. **OTHER RELEVANT INFORMATION**
 |
|  | 1. ***Bright Horizons – Nursery Provide their own risk assessment with the current one being completed on 30/08/16.***
2. ***Means of Escape***
3. ***The evacuation strategy on detection of a fire is that all occupants will simultaneously evacuate to a place of safety outside the building.***
4. *** A single-knock automatic alarm and detection is used to meet a Category L4 system in accordance with the recommendations of BS 5839: Part 1.***
5. *** Means of escape guidance is provided via 3 escape stairs. (2 external).***
6. *** The internal layout provided allows the travel distances for escaping occupants to be restricted to less than 45m. In addition, maximum dead end distances are limited to less than 18m.***
7. *** A maintained emergency lighting system is provided in accordance with recommendations given in BS 5266: Part 1 for three hours operation in the event of an emergency.***
8. *** Escape and other fire safety signage is provided in accordance with the recommendations of BS 5499: Part 1 to every escape route.***
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| 1. **6.**
 | 1. **RELEVANT FIRE SAFETY LEGISLATION**
 |
| 1. 6.1
 | 1. The following fire safety legislation applies to these premises:
 |
|  | 1. ***The Regulatory Reform (Fire Safety) Order 2005***
 |
| 1. 6.2
 | 1. The above legislation is enforced by:
 |
|  | 1. ***Dorset and Wiltshire Fire & Rescue Service***
 |
| 1. 6.3
 | 1. Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010):
 |
|  |  |
| 1. 6.4
 | 1. The legislation to which 6.3 makes reference is enforced by:
 |
|  |  |
| 1. 6.5
 | 1. Comments:
 |
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|  | 1. **FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL**
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| 1. **7.**
 | 1. **ELECTRICAL SOURCES OF IGNITION**
 |
| 1. 7.1
 | 1. Reasonable measures taken to prevent fires of electrical origin?
 | 1. N/A
 |  | 1. Yes
 | 1. **X**
 | 1. No
 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. 7.2
 | 1. More specifically:
 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | 1. Fixed installation periodically inspected and tested?
 | 1. N/A
 |  | 1. Yes
 | 1. **X**
 | 1. No
 |  |
|  |  |  |  |  |  |  |  |
|  | 1. Portable appliance testing carried out?
 | 1. N/A N/A
 |  | 1. Yes
 | 1. **X**
 | 1. No
 |  |
|  |  |  |  |  |  |  |  |
|  | 1. Suitable policy regarding the use of personal electrical appliances?
 | 1. N/A
 |  | 1. Yes
 | 1. **X**
 | 1. No
 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | 1. Suitable limitation of trailing leads and adapters?
 | 1. N/A
 |  | 1. Yes
 | 1. **X**
 | 1. No
 |  |
|  |  |  |  |  |  |  |  |
| 1. 7.3
 | 1. Comments and hazards observed:
 |  |  |  |  |  |  |
|  | 1. ***Portable Appliance Testing – new equipment, procedures in place to grade appliances under a RAG system to allow for a risk assessed approach to PAT testing in common with all BU premises.***
 |
| 1. **8.**
 | 1. **SMOKING**
 |
| 1. 8.1
 | 1. Reasonable measures taken to prevent fires as a result of smoking?
 | 1. N/A
 |  | 1. Yes
 | 1. **X**
 | 1. No
 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. 8.2
 | 1. More specifically:
 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | 1. Smoking prohibited in the building?
 | 1. N/A
 |  | 1. Yes
 | 1. **X**
 | 1. No
 |  |
|  |  |  |  |  |  |  |  |
|  | 1. Smoking prohibited in appropriate areas?
 | 1. N/A
 |  | 1. Yes
 | 1. **X**
 | 1. No
 |  |
|  |  |  |  |  |  |  |  |
|  | 1. Suitable arrangements for those who wish to smoke?
 | 1. N/A
 |  | 1. Yes
 | 1. **X**
 | 1. No
 |  |
|  |  |  |  |  |  |  |  |
|  | 1. This policy appeared to be observed at time of inspection?
 | 1. N/A
 |  | 1. Yes
 | 1. **X**
 | 1. No
 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. 8.3
 | 1. Comments and hazards observed:
 |  |  |  |  |  |  |
|  | 1. ***Situation satisfactory.***
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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 – Boilers in ground floor plant room TGP2 - Test certificates available from Estates Department.***
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.***
2.
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. **X**
 | 1. No
 |  |
|  |  |  |  |  |  |  |  |
| 1. 12.2
 | 1. Comments and deficiencies observed:
 |
|  | 1. ***Lightning protection installed - annual test completed with a due date of March 2017***
 |
| 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. **14.**
 | 1. **HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS**
 |
| 1. 14.1
 | 1. Are fire safety conditions imposed on outside contractors?
 | 1. N/A
 |  | 1. Yes
 | 1. **X**
 | 1. No
 |  |
|  |  |  |  |  |  |  |  |
| 1. 14.2
 | 1. Is there satisfactory control over works carried out in the building by outside contractors (including “hot work” permits)?
 | 1. N/A
 |  | 1. Yes
 | 1. **X**
 | 1. No
 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. 14.3
 | 1. If there are in‑house maintenance personnel, are suitable precautions taken during “hot work”, including use of hot work permits?
 | 1. N/A
 |  | 1. Yes
 | 1. **X**
 | 1. No
 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. 14.4
 | 1. Comments:
 |
|  | 1. ***Contractors are provided with documentation regarding all Health and Safety issues including fire when contracted to do work for the university. Hot Works Permits are provided when required by BU management.***
 |
| 1. **15.**
 | 1. **DANGEROUS SUBSTANCES**
 |
| 1. 15.1
 | 1. If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?
 | 1. N/A
 | 1. **X**
 | 1. Yes
 |  | 1. No
 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. 15.2
 | 1. Comments:
 |
|  |  |
| 1. **16.**
 | 1. **OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS**
 |
| 1. 16.1
 | 1. Hazards:
 |
|  | 1. ***None***
 |
| 1. 16.2
 | 1. Comments and deficiencies observed:
 |
|  |  |

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|  | 1. **FIRE PROTECTION MEASURES**
 |  |
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| 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. No
 | 1. **X**
 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | 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. No
 | 1. **X**
 |
|  | 1. Including doors, screens, and walls.
 |  |  |  |  |  |  |
|  | 1. Suitable fire precautions for all inner rooms?
 | 1. N/A
 |  | 1. Yes
 |  | 1. No
 | 1. **X**
 |
|  |  |  |  |  |  |  |  |
|  | 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. ***Sliding doors are used as a means of escape from some sections of the nursery.***
2. ***The automatic front door does not have an emergency override box fitted to it.***
3. ***Fire resisting door to 1st floor kitchen is damaged and held open by Dorgard device.***
4. ***The rooms used for children to sleep are inner rooms.***
5. ***Some final exit doors and gates have sliding bolts fitted to them***
6. ***.***
 |

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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. **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. ***It was confirmed a that testing regime is in place.***
 |
| 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.***
2. ***Gates used for MOE do not have any fire exit signage.***
3. ***Fire action notices do not indicate the correct fire assembly points***
 |

 |  |
|  |  |  |  |
|  | 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. No
 | 1. **X**
 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 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. No
 | 1. **X**
 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. 21.4
 | 1. Remote transmission of alarm signals?
 | 1. N/A
 |  | 1. Yes
 | 1. **X**
 | 1. No
 |  |
|  |  |  |  |  |  |  |  |  |
| 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:***The building has a fire alarm system comprising automatic detection to BS5839 part 1 L4 standard***
2. ***The fire exit routes have been changed from the original design of the building the final exit doors do not have BGCPs by them***
3. ***Single point detectors have been installed in some rooms in the nursery.***
 |
| 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.*** |

 |  |
|  |  |  |  |
|  | 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.***
 |
| 1. 24.2
 | 1. Comments:
 |
|  | 1. ***None***
2.
 |
| 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***
 |

 |  |
|  |  |  |  |
|  | 1. 7) Relevant to life safety and this risk assessment (as opposed purely to property protection).
 |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | 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. ***ADT 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. No
 | 1. **X**
 |
|  |  |  |  |  |  |  |  |
|  | 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
 | 1.
 |
|  |  |  |  |  |  |  |

 |  |
|  |  |  |  |
|  | 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. This is staffed 24 hours a day and acts as contact point for all emergency incidents.*** ***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.*** ***Fire assembly points provided and marked at front of the building in the car park and for the Nursery to the rear. These points are not suitable*** ***The children in the nursery are escorted to the Fusion Building opposite Talbot House. This is appropriate considering the age*** ***of the children and the high level of training and preparedness of the staff.******The nursery provides evacuation bags and evacuation cots to assist with the evacuation of the young children and babies.******Fire Marshalls complete documentation on each evacuation event which is forwarded to BU Fire Safety Officer for review.*** ***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:
 |
|  | ***Fire Wardens and Fire Marshals receive limited training on the use of fire extinguishers. However it is made clear that a fire should only be tackled when in its early stages - their primary function is evacuation of occupants*** |
| 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. ***Consider the evacuation of disabled persons if the building is used out of normal working hours***
 |

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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.***
2. ***Nursery Staff conform to their own internal procedures.***
 |
| 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.
 |  |  |  |  |  |  |
|  | 1. Identity of persons nominated to assist with evacuation?
 | 1. N/A
 |  | 1. Yes
 | 1. **X**
 | 1. No
 |  |
|  |  |  |  |  |  |  |
|  |  | 1.
 |  |  |  |  |  |  |
|  | 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. ***Britannia P50 6 litre foam extinguisher installed throughout premises –The maintenance is carried out by in house staff***
 |
| 1. 27.5
 | 1. Periodic inspection of external escape staircases, paths and gangways?
 | 1. N/A
 | 1. **X**
 | 1. Yes
 |  | 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 securityfastenings?
 | 1. N/A
 |  | 1. Yes
 | 1. **X**
 | 1. No
 |  |
|  |  |  |  |  |  |  |
|  | 1. Comments:
 |
| 1. 27.10
 | 1. Annual inspection and test of lightning protection system?
 | 1. N/A
 |  | 1. Yes
 | 1. **X**
 | 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.
 | 1. Yes
 | 1. **X**
 | 1. No
 |  |
|  |  |  |  |  |  |  |  |
|  | 1. Comments:
2. ***The fire doors are checked on a six monthly basis***
 |
|  |  |  | 1. **√**
 |  |  |  |  |
| 1. 27.12
 | 1. Other relevant inspections or tests:
 |
|  | 1. ***None***
 |
|  | 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. **X**
 | 1. No
 |  |
|  | 1.
 |  |  |  |  |  |  |
| 1. 28.2
 | 1. Comments:
 |
|  | 1. ***Central records are maintained.***
 |

 |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | 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**
 | 1. **Moderate harm**
 | 1. **X 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.
2.
 | 1. **Moderate**
 | 1. **X**
 | 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.
 |

 |
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|  |
| --- |
| 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.)**
 |

 |

 |  |
|  | 1. **Action plan available by request from BU FSO/Estates**
 |  |
|  |  |  |