



Finance and Estates Sub Committee of the Board of Governors of the City of London School for Girls

Date: WEDNESDAY, 16 SEPTEMBER 2020
Time: 11.00 am
Venue: VIRTUAL PUBLIC MEETING (ACCESSIBLE REMOTELY)

SUPPLEMENTARY AGENDA

8. **CLSG COMPLIANCE UPDATE – APPENDIX 2**

Report of the Headmistress of the City of London School for Girls.

For Information
(Pages 1 - 46)

14. **MANAGEMENT OF ARREARS OF FEES AT CLSG**

Report of the Bursar of the City of London School for Girls.

For Decision
(Pages 47 - 58)

17. **FINANCIAL INFORMATION DASHBOARD**

Joint report of the Chamberlain and the Bursar of the City of London School for Girls.

For Information
(Pages 59 - 74)

Items received too late for circulation in conjunction with the Agenda.

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John Barradell
Town Clerk and Chief Executive

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Warrington Certification UKAS (FRACS) & Institute of Fire Safety Managers
(NAFRAR) Registered Fire Risk Assessor

Fire Risk Assessment

In compliance with the
Regulatory Reform (Fire Safety) Order 2005

For
City of London School for Girls,
Saint Giles Terrace,
Barbican, London,
EC2Y 8BB.

Date assessment completed:

18th November 2019

Issue date:

22nd November 2019

Next Review date:

17th November 2020

Fire Risk Assessment

Responsible Person:	Mark Smith
Person Consulted:	Mark Smith
Fire Risk Assessor:	Stephen Chadbon GFireE MIFSM MIFPO Warrington (UKAS) & Institute of Fire Safety Managers Registered Fire Risk Assessor

GENERAL STATEMENT OF POLICY

‘It is the policy of “City of London School for Girls” to protect all persons including employees, students, other building occupiers, visitors, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

We will provide and maintain safe working conditions, equipment and systems of work for all employees and to provide such information, training and supervision as they need for this purpose’.

Document History:

Version	Document No.	Date	Notes
Date of Assessment	FSA/CLSG/01/19	18/11/19	Draft
Final		22/11/19	None

Table of Contents

Introduction	Section 1
General information	
Purpose	
Scope	
Risk Level	
Definitions	
Standards	
Significant Findings and Action Plan	Section 2
High Priority items	
Medium Priority Items	
Low Priority Items	
Fire Safety Management Audit	Section 3
Management System	
Training and information	
Testing and Inspection	
Records	
Hazard Audit	Section 4
Housekeeping	
Electrical Equipment	
Arson	
Smoking	
Cooking	
Heating	
Dangerous Substances	
Other Hazards	
Preventative and Protective Measures	Section 5
Emergency Routes and Exits	
Fire-fighting Measures	
Fire Detection and Alarms	
Maintenance	
Supplementary Information	Section 6
Fire Safety Assessments LTD contact details	Section 7

SECTION 1.0 - INTRODUCTION

General Information

The Risk Level of this property is considered to be – Moderate Risk.

Brief details of construction:	Single-occupied building of up to six floors used as school for girls. Built of brick / block with concrete floors, standard construction. Means of escape are via multiple exits to safety. Travel distances are acceptable. Smaller Prep school / sports facilities area also assessed. The premises are on the shared Barbican site. The premises were assessed as seen and with the information that was provided.
Number of floors:	Up to six in main school and two in Prep school / sports areas.
Use of the premises:	School for girls aged 7 – 18-years.
Maximum number of occupants at any one time:	Up to 880 approximately.
Approximate number of employees at any one time:	Up to 135 approximately.
Maximum number of members of the public at any one time:	Variable.
Occupants that may be especially at risk from fire:	Employees, students, users or visitors who may have mobility issues.
Fire loss experience:	None known.
Most likely fire development:	Cooking in kitchens.
Fire strategy:	Full evacuation on alarm or fire.
Fire & Rescue Service involvement:	None known.
Date of last fire risk assessment:	Not known.

SECTION 1.1 - INTRODUCTION

General Information

Fire Safety Systems within the premises

Fire Warning System:

Comments

- Full fire alarm system with manual call points and automatic fire detection fitted throughout most areas.

Emergency Lighting:

Comments

- Units throughout.

Portable Firefighting Equipment:

Comments

- Units throughout.

Fixed Installations:

Comments

- Fire suppression in kitchens.

Other Systems:

Comments

- None, not required.

Method of calling the Fire and Rescue Service:

Comments

- Exit premises and use a mobile phone or a phone at neighbouring building.

Relevant persons who were considered to be at risk for this Fire Risk Assessment:

- Employees.
- Students.
- Contractors.
- Visitors.
- Official visitors to the premises.
- People with disabilities or those who may have some other reason for not being able to leave the premises quickly.
- Emergency service personnel.
- People in the vicinity.

IDENTIFYING PHOTOGRAPH OF PROPERTY



Fire Safety Assessments LTD

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11 Aspen Way, Cringleford, Norwich NR4 6UA.

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1.0 (Cont'd) INTRODUCTION

Purposes

The purpose of this risk assessment is to:

Identify the fire hazards in the common parts of the premises.

Identify who might be at risk from those hazards.

Evaluate the risks arising from the hazards and assess whether the existing protective and preventative measures are adequate, or whether additional measures are necessary.

Determine responsibility for making a suitable and sufficient assessment of risks and

Implementing adequate preventative and protective measures.

Record the findings of the risk assessment; and

Provide a prioritised action plan where additional measures are deemed necessary.

Scope

The fire risk assessment is undertaken in order to comply with the Regulatory Reform (Fire Safety) Order 2005 and in accordance with the clients' instructions.

Fire Safety Assessments LTD has no control over the premises, no control of the business and no control over staff where applicable.

It has been prepared for, is addressed to and is for the sole use of the client. No person other than the client may copy this document (in whole or part), use or rely on the contents without the prior written permission of **City of London School for Girls**.

Fire Safety Assessments LTD accepts no liability for any use of this risk assessment other than for the purposes stated in the document. In that respect the areas considered in it, the findings recorded in the audit and the items contained in the action plan relate only to life safety.

This risk assessment is **not** intended to address property protection issues or business continuity, and should not be used for that purpose. As such, any advice, opinions or recommendations within this document should be read and relied upon in the context of the document as a whole. This assessment relates to the areas occupied by **City of London School for Girls** only.

Risk level:

Taking into account the hazards and potential ignition sources observed at the time of the risk assessment, it is considered that the likelihood of a fire starting in this premise is **Medium**.

Taking into account the nature of the building and its occupants, as well as the fire protection and procedural arrangements observed at the time of the risk assessment, it is considered that the consequences for life safety in the event of a fire would be **Moderate Harm**.

Accordingly, it is considered that the risk to life from fire at these premises is **Moderate Risk**.

If all the items listed in Section 2.0 are fully carried out satisfactorily and to the required standard the risk to life could be reduced to **Tolerable Risk**.

Review

This risk assessment should be reviewed regularly to keep it up-to-date and in particular:

Where there have been alterations, or it is intended to alter the layout of the premises;

Where there have been changes to work processes or it is intended to make changes to work processes;

Based on the residual life risk level, the next review date for this risk assessment is recommended to be **November 2020**.

1.0 (Cont'd) INTRODUCTION

Definitions

Low	Unusually low likelihood of fire as a result of negligible potential sources of ignition. Normal fire hazards for this type of occupancy, with the fire hazards generally subject to appropriate controls. Lack of adequate controls applied to one or more significant fire hazards, such as to result in a significant increase in likelihood of fire.
Medium	
High	
Slight Harm	Outbreak of fire is unlikely to result in serious injury or death of any occupant (other than the death of an occupant sleeping in a room in which a fire occurs) Outbreak of fire could result in injury of one or more occupants but is unlikely to involve fatalities. Serious potential for the serious injury or death of one or more occupants.
Moderate Harm	
Extreme Harm	
Trivial Risk	No action is required. No major additional measures are required. However, there may be a need for minor improvements. It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a limited time period. Major work is required to reduce the risk. Consideration should be given to restricting the use of the building. The building (or parts of it) should not be occupied until the risk is reduced.
Tolerable Risk	
Moderate Risk	
Substantial Risk	
Intolerable Risk	

Definitions

The following standards are referred to in this document (list not exhaustive)

HSE Approved Code of Practice (ACOP) document L138 "Safe maintenance, repair and cleaning procedures".
Regulatory Reform (Fire Safety) Order 2005

British Standard BS5839 – Fire alarms.

British Standard BS5266 – Emergency lights.

British Standard BS5306 – Fire extinguishers.

In this report fire resistant means walls, screens, partitions, doors and other materials which, when tested in accordance with BS476: Parts 20-23: (Part 8: 1972 in respect of items tested prior to 1st January 1988) achieve a minimum 30 minutes standard of fire-resistance, unless otherwise stated.

All fire-resistant elements of structure are to be constructed to true ceiling height. This report is not a full in depth of compartmentalisation. This should be carried out and should be fully intrusive and destructive where required.

Where reference is made to "Notices and Signs", they should be installed in accordance with the recommendations contained in BS5499: Part 1, the Health and Safety (Safety Signs and Signals) Regulations, or a similar equivalent standard.

Management have the same responsibility to volunteers and staff therefore this group is called staff in this assessment.

1.0 (Cont'd) INTRODUCTION

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire at this building is:

Low	N/A	Medium	√	High	N/A
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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 risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm	N/A	Moderate harm	√	Extreme harm	N/A
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It is estimated that the risk to life from fire at this building is:

Potential consequences of fire → Fire hazard ↓	Slight harm	Moderate harm	Extreme harm
	Low	Trivial risk	Tolerable risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

The effort and urgency required to improve matters should be proportional to the level of risk identified:

Risk level	Action and timescale
Trivial	No action.
Tolerable	No major additional measures need to be taken. Consider minor improvements identified.
Moderate	Action needs to be taken in accordance with a fixed timescale (see 2.0)
Substantial	Urgent action needs to be taken in relation to the significant findings listed below.
Intolerable	Do not allow the building to be occupied until the risk is reduced.

2.0 ACTION PLAN

1.0	High Priority Items: These items should receive immediate attention. Within 24hours.			
Ref No:	Action item:	Nominated person	Date completed	Signature
1.1	<p>Findings Fire doors wedged or propped open. This could allow fire, heat and smoke spread in the event of a fire. Doors from offices to the corridors are examples that were found propped open.</p> <p>Doors fitted with Doorguards were also observed wedged open.</p> <p>Required action These doors are part of the protection for the means of escape or required for fire separation and should not be wedged or propped open. If the rooms are being used for fetch and carry purposes the wedge must be removed as soon as the task is over.</p> <p>Staff must be made aware that that this practice must cease immediately.</p> <p>Note - If it is found that fire doors need to be held open, automatic release devices should be installed, hard-wired into the existing fire alarm system, to close the doors on activation of the fire alarm.</p>			
1.2	<p>Findings At the time of this assessment it was observed that the fire alarm panel indicated a fault in the Prep School.</p> <p>Required action You must arrange for a competent person to rectify this fault as soon as possible. The Responsible Person was informed of this and stated that they were aware, and measures were in place to rectify the fault as soon as possible.</p>			
1.3	<p>Finding Combustible / storage items stored in escape route / corridor. Risk of items being involved in a fire or obstructing escape routes and making them unavailable.</p> <p>Required action Remove all items from escape routes and corridors. Ensure that these are inspected regularly. As part of your regular staff fire training that staff must be informed that this practice is not acceptable.</p>			
1.4	<p>Findings It was observed that a smoke detector in the main plant room was covered over. Smoke detectors will not operate if covered up in this manner.</p> <p>Required action Remove all covers from the smoke detectors. Staff must be informed of this. Part of the management general fire safety check must be to ensure that all detectors are in place and that they are not covered.</p>			

2.0 (Cont'd) ACTION PLAN

2.0	Medium Priority Items: Every effort should be made to complete these items within 6 months.			
Ref No:	Action item:	Nominated person	Date completed	Signature
2.1	<p>Finding At the time of this assessment limited evidence was available to demonstrate the testing, checking or maintenance of all fire safety equipment had taken place. Some items may not have been tested appropriately or items may have been tested but appropriate records were not available to demonstrate this. The Assessor was verbally informed that tests and checks are carried out. However, limited actual records were available at the time of this inspection.</p> <p>The emergency lights were out of their annual service date as an example.</p> <p>Required action The checking, testing and servicing of fire safety equipment must be carried out as required. The tests and servicing of fire safety equipment should be carried out in accordance with the appropriate British Standard or the manufacturer's instructions as detailed in section 6 of this report.</p> <p>Records of training, fire drills, testing and maintenance of all fire safety systems and equipment should be entered in a fire logbook. Records of fire safety equipment tests carried out by outside contractors should also be recorded in a fire logbook. All fire-related documents and test certificates should be kept together in one secure place on site, and should be available for inspection by an Officer of the Fire Authority if required.</p> <p>Limited paperwork was shown to the Assessor, but it was not all fully appropriate. Actual service certificates must be obtained from contractors; invoices for work or work sheets are not acceptable. Normally any test certificate will state "Service or Test Certificate" and will state the appropriate British Standard or EN number. In section 3 of this report "records available" are therefore marked "No" as actual test certificates were not seen. The dates of tests from other documents are entered in section 6 of this report if appropriate.</p> <p>Note The following tests, checks and servicing are your responsibility and currently only some checking and testing appears to have been carried out;</p> <ul style="list-style-type: none"> • Check of escape routes – internally and externally. • Fire extinguishers – checking and servicing. • Portable appliance testing (PAT). • General fire safety check of premises. • Your staff fire training and fire polices. • Emergency lighting testing and servicing. • Mains electrical intake equipment. • Fire drills. • Fire alarm system testing and servicing. • Kitchen extraction cleaning. • Kitchen fire suppression system. 			

2.0 (Cont'd) ACTION PLAN

2.0	Medium Priority Items: Every effort should be made to complete these items within 6 months.			
Ref No:	Action item:	Nominated person	Date completed	Signature
2.2	<p>Finding Over loaded sockets and use of trailing lead / block adapters were observed in use at the time of the assessment.</p> <p>Required action An extension lead should only be used when it is not possible to reach a wall socket with the equipment cable. When the use of an extension cable is unavoidable. Follow these simple suggestions:</p> <ul style="list-style-type: none"> • Only use an extension lead which was bought ready-assembled. No extension lead be more than 15m long. • Only use extension leads fitted with suitably insulated connectors and plugs. (Never join two lengths of flexible cable by twisting the bare ends of wires together.) • Position an extension lead carefully to prevent any risk of damage. • If the cable has to cross a pathway, cover it with a rubber protector strip. • Always check that leads, plugs and sockets are undamaged. • Always check the extension lead plug contains the correctly rated fuse for the equipment being used. • If using a cable drum extension lead, it should be completely unwound to avoid overheating. • For general use, 2-core extension leads should not be used. Ideally, they should have a RCD circuit breaker. • Never overload an extension lead by plugging in appliances that together will exceed the maximum current rating stated for the extension lead. • An online socket calculator can be found at - http://www.electricalsafetyfirst.org.uk/guides-and-advice/electrical-items/overloading-sockets/ <p>Where there is a continuous requirement for electricity supply to appliances, the provision of fixed electrical sockets should be reviewed and increased as necessary.</p>			
2.3	<p>Finding The mains electrical systems were last tested on the 14/05/18. The result was "Unsatisfactory".</p> <p>Required action It must be ensured that all works detailed in the report are carried out as soon as possible in accordance with current regulations of the Institute of Electrical Engineers and BS 7671. When these works have been carried out the records must be kept available. A new report should be obtained showing that the electrics are now rated as "Satisfactory".</p>			

2.0 (Cont'd) ACTION PLAN

2.0	Medium Priority Items: Every effort should be made to complete these items within 6 months.			
Ref No:	Action item:	Nominated person	Date completed	Signature
2.4	<p>Finding Limited evidence was available to show that all employees have received basic fire awareness training, or that fire wardens have been designated and trained sufficiently.</p> <p>If these are held centrally a copy should be available at the premises for inspection by a Fire Officer should they be required.</p> <p>Required action All Staff should receive basic fire awareness training on induction and as part of continued training at least annually.</p> <p>Basic fire training should consist of;</p> <ul style="list-style-type: none"> • Being made aware of the fire procedure. • Being made aware of the exits and routes. • Location of the fire assembly point. • Who the Fire Wardens are within the assessed premises. • Taking part in at least one fire drill a year. <p>It must be ensured that any new staff are informed of the action to take in the event of fire as part of their induction process.</p> <p>Fire drills must be conducted at least annually and must involve all staff; this can be counted towards part of their basic / annual fire safety training.</p> <p>Selected staff should be appointed as wardens and receive fire warden training.</p> <p>Fire wardens need to be appointed to cover all operating hours and monitor all records of fire safety equipment installed. Training should include providing assistance to visitors, or anyone on the premises who is disabled. It is recommended that key staff are trained to fire warden (Use of extinguishers) level.</p> <p>It should be noted that staff should be trained in the use of fire extinguishers so as they can safely deal with a small fire without putting themselves or others in danger. It should be to prevent a small fire developing only.</p> <p>Records of training and drills must be entered in the logbook or recorded in personal files.</p> <p>In schools all teaching and staff who work in high risk areas should be trained as Fire Wardens. In schools' staff are responsible for the evacuation of students.</p>			

2.0 (Cont'd) ACTION PLAN

2.0	Medium Priority Items: Every effort should be made to complete these items within 6 months.			
Ref No:	Action item:	Nominated person	Date completed	Signature
2.5	<p>Finding The fire doors that open to the central common stairs and corridors are not all up to the current standards. Some are not fitted with intumescent strips and cold smoke seals or have damaged doors seals.</p> <p>It was also observed that some doors did not close fully, had excessive gaps or were sticking on the floors.</p> <p>Required action Arrange for the doors to be surveyed and if necessary, upgraded to the required standard detailed below.</p> <p>The gap between the bottom of the door and floor must be kept as small as possible. Gaps around the sides and top frame should be 2-4mm.</p> <p>Any glass fitted must be 30-minutes fire resisting.</p> <p>Doors must be adjusted so as they don't stick on floors and stay open.</p> <p>All fire doors (Doors to the escape stairs excluding WC's) must comply to the following standard:</p> <ul style="list-style-type: none"> FD30S fire doors fitted with a serviceable self-closing device, three fire rated hinges and an intumescent strip / cold smoke seal with a 30-minute fire rating. These should conform to BS 476part 20:22 and BS476 part 31:1. BS 476 - Fire doors and doorframe, BS EN 1154 – Self-closers, BS EN 1154 – Hinges, BS EN 1906 and BS EN 12209 – Door handles and locks. 			
2.6	<p>Finding Some of the emergency lighting appeared to be defective as they were not displaying their LED function indicator lamps.</p> <p>Required action A full survey should be commissioned and repair or replace defective units as necessary.</p> <p>Emergency lighting must be installed, commissioned and maintained to BS 5266. It is required to be installed in all areas externally to illuminate routes to a place of ultimate safety and to the fire assembly point.</p>			

2.0 (Cont'd) ACTION PLAN

2.0	Medium Priority Items: Every effort should be made to complete these items within 6 months.			
Ref No:	Action item:	Nominated person	Date completed	Signature
2.7	<p>Finding It was observed that there were holes around services / pipes in the walls / ceilings between fire walls / stairs and corridors.</p> <p>Required action Fill all gaps with fire rated filler or foam. The filler / foam must be at least 30-minutes fire resisting and comply with BS 476.</p> <p>Any gaps over 50-mm should be filled over with fire rated plater board and sealed with fire resisting sealant.</p>			
2.8	<p>Finding No record to demonstrate when the kitchen extraction systems had last had a deep clean or when the filters had been routinely cleaned.</p> <p>Required action Clean the filters to extraction systems on a regular basis – weekly is advised. The extraction systems should be maintained as recommended by “TR19 HVCA Guide to good practice, Internal Cleanliness of Ventilation Systems”.</p>			
2.9	<p>Finding An emergency action plan and fire policy are in place for Staff. It is suitable and sufficient. However, limited documentary evidence that staff had been briefed in the policy. Whilst new staff receive a briefing on this as part of their induction training existing long-term staff do not.</p> <p>Required action Staff must be briefed on the fire plan on induction and continually as part of their regular fire basic training. At least annually is suggested. This training must be documented in personal training files or in the fire logbook.</p> <p>The plan must be reviewed regularly to take in to account and changes within the building or to occupiers. An example would be if a member of staff requires assistance to evacuate in the event of a fire alarm or fire.</p>			
2.10	<p>Finding Loose wires were observed in some riser cupboards / electrics rooms.</p> <p>Required action All wires should be secured and kept tidy.</p>			

2.0 (Cont'd) ACTION PLAN

3.0	Low Priority Items: These items should be incorporated into the routine maintenance programme for the premises or programmed review of management procedures within a year.			
Ref No:	Action item:	Nominated person	Date completed	Signature
3.1	Finding No review date of Fire Risk Assessment set. Required action Set a review date of no later than November 2020 to review this Fire Risk Assessment.			
3.2	Finding No competent person has been appointed to manage the fire safety preventative and protective measures that are required for the premises. Required action It is imperative that the company Directors are aware of their fire safety responsibilities. It may be necessary to send one of them on a fire safety (Managers) training course so that they can implement their fire safety responsibilities to a satisfactory standard.			
3.3	Finding It was observed that dry powder fire extinguishers are fitted in some internal areas of the premises. Required action Dry powder extinguishers are now not advised to be used internally in buildings. Therefore, it is advised that when the units reach their extended service date that they are removed and replaced. General fire points should consist of a 6-litre water or foam and a 2-kg carbon dioxide unit.			
3.4	Finding Fire safety signage is insufficient generally throughout the premises. Required action Provide modern "Running person" directional signage throughout to indicate exit routes and final exit doors. Provide door signage as appropriate. The following signs are required; <ul style="list-style-type: none"> • Fire door keep shut. • Push bar to open. • Fire exit keep clear. • Fire exit. • Fire door keep locked shut. 			

2.0 (Cont'd) ACTION PLAN

3.0	<p>Low Priority Items:</p> <p>These items should be incorporated into the routine maintenance programme for the premises or programmed review of management procedures within a year.</p>			
Ref No:	Action item:	Nominated person	Date completed	Signature
3.5	<p>Finding No formal evidence that procedures are in place for liaison with other building occupiers relating to fire safety matters.</p> <p>Other site occupiers.</p> <p>Required action Occupiers of sites which are used by more than one occupier should liaise regularly relating to fire safety matters.</p> <p>This should be recorded. Particular attention should be paid to items such as;</p> <ul style="list-style-type: none"> • Shared escape routes (Internal rear exit if necessary). • Emergency fire action plan and fire assembly point. • General fire procedures including drills. • Testing and servicing of fire safety equipment that covers shared areas or the building as a whole. • An up to date fire risk assessment should be requested on an annual basis from each occupier. • If no liaison is required, this should be recorded. 			
3.6	<p>Finding Limited operational information provided for local Fire & Rescue Service operational crews.</p> <p>Required action Whilst the premises are low risk and are unlikely to be audited by the Fire & Rescue Service (F&RS) Fire Safety Enforcement Officers it would be prudent to share information of the premises with the local operational Fire & Rescue Service Crews.</p> <p>A "Premise Information Box" or folder / pack should be provided for use by Firefighters. It should be positioned by the entrance to the building. It should contain the following;</p> <ul style="list-style-type: none"> • Plans of your building. • Fire alarm zone plan by fire alarm panel. • Fire and safety systems. • Utilities and environmental systems. • Any other relevant information. • Emergency contact details. • Hazards / risks within the premises. 			

2.0 (Cont'd) ACTION PLAN

3.0	Low Priority Items:			
	These items should be incorporated into the routine maintenance programme for the premises or programmed review of management procedures within a year.			
Ref No:	Action item:	Nominated person	Date completed	Signature
3.7	<p>Finding Fire extinguishers were observed not to be fitted with operation and use signage and were not fixed in place.</p> <p>Required action Provide by all fire extinguisher operation and use signage as appropriate to each individual extinguisher.</p> <p>It must comply with BS 5499: Part 1, the Health and Safety (Safety Signs and Signals) Regulations, or a similar equivalent standard.</p> <p>Fix extinguishers in to place of wall brackets or stands. This will ensure that they are always in the same place for staff to use if required.</p>			
3.8	<p>Finding It was observed that in some areas electric heaters are in use. Higher risk of fire or ignition of combustibles.</p> <p>Required action These should be replaced with electric oil filled heaters of a maximum wattage of 1.5kw. These are considered safer.</p> <p>Convection or fan heaters if used must be fixed wall mounted so as they cannot be knocked over.</p>			
3.9	<p>Finding Fire exit signage does not comply with current regulations. It is in some places word only.</p> <p>Required action Review all the fire exit directional signage in the premises. The signage must direct persons ideally by a protected route that is the shortest way out of the building. It must comply with BS 5499: Part 1, the Health and Safety (Safety Signs and Signals) Regulations, or a similar equivalent standard.</p>			
3.10	<p>Finding With the increase in terrorism in London all premises must consider this and how they can reduce or deal with terrorism.</p> <p>Required action Whilst the assessed premises are considered to be of a low risk target consideration must be given to terrorism.</p> <p>Advice should be sought and considered from;</p> <ul style="list-style-type: none"> • https://www.cpni.gov.uk/ • https://www.gov.uk/government/organisations/national-counter-terrorism-security-office 			

2.0 (Cont'd) ACTION PLAN

3.0	Low Priority Items: These items should be incorporated into the routine maintenance programme for the premises or programmed review of management procedures within a year.			
Ref No:	Action item:	Nominated person	Date completed	Signature
3.11	<p>Finding Chemical stored and used on site.</p> <p>No evidence that a risk assessment complying with The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) is in place.</p> <p>Required action The storage and use of chemicals on site must be kept to a minimum and must be stored properly on site. Chemicals are kept in a designated external secure store next to the main premises which does not have any ignition sources. It is adequately fire separated from the building and is secure.</p> <p>Appropriate hazard warning signs must be fitted to the exterior door denoting "Hazardous liquids" The signs should conform to the requirements of the Health and Safety (Safety signs and signals) regulations 1996 and BS 5499-1.</p> <p>Emergency HAZCHEM signage must also be fitted to the chemical store relating to the two chemicals stored in this area;</p> <ul style="list-style-type: none"> • Hydrochloric Acid - oxidising agent, corrosive – EAC 2P. See - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/646484/hydrogen_chloride_general_information.pdf • Sodium Hypochlorite – Corrosive – EAC 2R. See - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/561017/sodium_hypochlorite_general_information.pdf <p>Carryout a risk assessment to comply with the DSEAR regulations. Further information may be sought at ; http://www.hse.gov.uk/fireandexplosion/dsear.htm#quick</p> <p>Other chemicals and radiation sources are used in the science labs. It is not known if these require DSEAR. A check must be made to see if they do require assessments.</p>			
3.12	<p>Finding Evacuation chairs are provided in stairways for staff to use. No evidence that staff have received specific training in their use.</p> <p>Required action Selected staff must receive "Evac Chairs" training periodically. The manufacturer / provided of the "Evac chairs" should be contacted as they will probably provide this training it is recommended.</p>			

3.0 FIRE SAFETY MANAGEMENT AUDIT

Fire Safety Procedures and arrangements?	Yes	No	N/A
Is there a fully suitable record of the fire safety arrangements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has a competent person been appointed to assist in undertaking the preventative and protective measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are appropriate full fire procedures in place where necessary and documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In particular:			
Are procedures to be followed in the event of fire properly documented and staff fully aware of these?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there suitable arrangements in place to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there suitable arrangements for ensuring that the premises have been evacuated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a suitable assembly point and is it signed where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there procedures in place for the evacuation of any disabled people who are likely to be present and are these documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sufficient persons nominated and trained to use the fire extinguishers or is the policy not to fight fire recorded?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are sufficient persons nominated and trained to assist with evacuation of the premises, including disabled people (PEEP & GEEP)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there appropriate liaison where necessary with the fire and rescue service (e.g. by crews visiting for 72D familiarisation visits or Fire Safety Audit)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are sufficient routine in-house inspections of the fire precautions undertaken and documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.0 (Cont'd) FIRE SAFETY MANAGEMENT AUDIT

Training and information	Yes	No	N/A
Are sufficient persons employed to work in the premises provided with sufficient Training and instruction?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In particular:			
Are all staff given adequate fire safety training on induction?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all existing staff given adequate periodic basic refresher fire training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does staff training provide information & instruction about:			
The fire risks in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The fire safety measures in the building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The action to be taken in the event of a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The method of operation of the fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The location and the use of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The method of calling the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The identity of persons nominated to undertake the fire fighting and evacuation duties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have sufficient fire wardens received specialised training in relation to evacuation and Fire fighting (Fire Wardens)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are fire drills carried out at periodic intervals where necessary?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When the employees of another employee work in the premises:			
Is their employer given appropriate information regarding fire risks and General fire precautions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it ensured that the employees are provided with adequate instructions and information in particular relating to hot works?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.0 (Cont'd) FIRE SAFETY MANAGEMENT AUDIT

Testing and Inspection	Yes	No	N/A
Fire warning system: Are arrangements in place to test the fire alarm system on a weekly basis?	✓		
Are arrangements in place to subject the fire alarm system to a six monthly or annual test by a competent person?	✓		
Emergency lighting system: Are arrangements in place to test the emergency lighting system on a monthly basis?			
Are arrangements in place to subject the emergency lighting system to an annual test by a competent person?		✓	
Firefighting equipment: Are arrangements in place to subject the portable fire extinguishers and hose reels to an annual test by a competent person?	✓		
Are arrangements in place to subject the portable fire extinguishers and hose reels to an monthly check?	✓		
Rising mains: Are arrangements in place to subject the rising mains to a six-monthly inspection and annual test?			✓
Sprinkler system: Are arrangements in place to subject the sprinkler system to a weekly test and Periodic inspection?			✓
Is the fire sprinkler system clear of any outstanding or recurring defects that need resolving?			✓
Can you at all times gain easy access to the sprinkler pump room and/or tank room/control valve?			✓
External escapes: Are external escapes fully available, clear, free of hazards and in good condition for use?			✓
Have external escapes been subjected to a structural engineer's examination in the last three years?			✓
Smoke vents: Are smoke vents tested periodically and serviced at least annually where fitted?			✓

Records	Yes	No	N/A
Is a log book or other suitable method kept of records ?			
Fire warning system tests and servicing?	✓		
Emergency lighting system tests and servicing?		✓	
Firefighting equipment tests and checks?	✓		
Staff training and fire drills?		✓	
Rising mains tests?			✓
Sprinkler system tests?			✓
General fire safety check?	✓		
Lightning conductor?			✓
Smoke vents?			✓

Summary of FIRE SAFETY MANAGEMENT AUDIT

At the time of the inspection for the assessed premises limited records were available to demonstrate that all tests on fire safety equipment are taking place and are being recorded in either a test record book or on a computer system which is capable of recording the required information. Fire evacuation drills have not been carried recently and they are not recorded. Staff should be aware of the "Fire action plan" for the premises when it is reviewed or produced. It is advised that a copy of this plan should be included in any legal documentation relating to any employment contracts that may be signed and any premises hire agreements. An in-house logbook must be maintained that records;

- Staff induction, refresher and fire warden training.
- Annual servicing of your fire extinguishers.
- Testing and servicing of the fire alarm system.
- Testing and servicing of the emergency lighting system.
- Monthly check of portable fire extinguishers.
- Annual Portable Appliance Tests.
- Fire drills and evacuations.
- A weekly general fire safety check of designated fire doors, escape routes, external escapes, and exits, record should be kept of faults.
- Tests of mains electrical equipment.
- All other fire precaution checks.
- Gas Safe servicing of the gas boiler (If appropriate).
- Sprinkler system check and service (If appropriate).
- Smoke vents (If appropriate).
- Servicing and maintenance by a competent person of fire protection measures in accordance with the appropriate British Standard or manufactures instructions.

4.0 HAZARD AUDIT

This section of the fire risk assessment seeks to identify potential fuel and ignition sources.

Housekeeping	Yes	No	N/A
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Is the general standard of housekeeping adequate?

In particular

Are combustible materials separated from ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are accumulations of combustible waste avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are boiler cupboards and electrical intake rooms kept free of storage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are combustible materials stored appropriately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are escape routes free of combustible items and obstructions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there any other areas where housekeeping could be improved?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Electrical Sources of Ignition	Yes	No	N/A
--------------------------------	-----	----	-----

Are reasonable measures taken to prevent fires of electrical origin?

In particular:

Is the fixed electrical installation subject to a periodic test?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is portable electrical equipment subject to periodic test in accordance with HSE guidance or less than 12 months old (PAT)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the use of trailing leads and adapters kept to a minimum?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the building provided with a lightning protection system as required by BS 6651?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4.0 HAZARD AUDIT (continued)

Arson	Yes	No	N/A
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Is the general defence against arson adequate:

In particular:

Does security against arson by outside intruders appear to be reasonable?

Is there any fire loading in close proximity to the premises?

Is there a history of arson in the area or at the premises?

Are CCTV and appropriate security fences, gates and access control measures provided?

Smoking:	Yes	No	N/A
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Are reasonable measures taken to prevent fires as a result of smoking?

In particular:

Is smoking prohibited in buildings?

Is smoking prohibited in appropriate areas?

Are suitable arrangements in place for those who wish to smoke?

Is there any evidence of breach of the smoking policy?

Are "No Smoking" signs fitted in accordance with the Smoke-free (Signs) Regulations 2007?

Heating	Yes	No	N/A
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Are reasonable measures taken to prevent fires due to heating appliances?

In particular:

Is there use of hazardous radiant bar and LPG fires?

Are portable electric heaters in use?

Are measures taken to minimise the ignition of combustibles?

Is the heating boiler or system serviced regularly and appropriately?

4.0 HAZARD AUDIT (continued)

Cooking	Yes	No	N/A
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Are reasonable measures in place to prevent fires due to cooking activities?

In particular:

Are filters and ductwork cleaned regularly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are suitable fire extinguishers provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are gas shut-off valves suitably indicated and free from obstruction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable materials kept away from hot surfaces and open flames?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dangerous Substances:	Yes	No	N/A
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Are measures in place to prevent dangerous or flammable substances; Coming into contact with ignition sources?

In particular:

Are flammable liquids or gas cylinders stored appropriately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are only the quantities required for use exposed at any time?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is flameproof equipment used where flammable atmospheres may be encountered?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are arrangements in place for the safe handling and transport of dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Has a risk assessment been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have COSHH data sheets been produced for hazardous substances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.0 HAZARD AUDIT (continued)

Other Hazards and Ignition Sources	Yes	No	N/A
Are there any work processes that produce heat?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there any other hazards or ignition sources that warrant consideration?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have the use of real candles been banned or managed sufficiently?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Summary of HAZARD AUDIT

A daily check of your escape routes should take place to ensure that combustibles are not placed or stored in escape routes. Any items should be cleared immediately. Staff are to be educated on this matter.

“NO SMOKING” signs must be fitted on the entrance doors of the premises in accordance with the Smoke-free (Signs) Regulations 2007.

Smoking is permitted in the designated outdoor smoking area only away from the premises.

A regular check of the area around the premises should be conducted to ensure that combustible materials are not placed close to the premises should they be involved in fire that they could endanger life and or hamper escape from the premises.

The Assessor is not aware that there is no history of arson within the area. An inspection of the area found no contrary evidence.

There were no other obvious sources of ignition / fire hazards that warrant consideration / control measures.

5.0 AUDIT OF PREVENTATIVE AND PROTECTIVE MEASURES

This section of the fire risk assessment seeks to identify fire safety measures with which the premises is provided

Emergency Routes and Exits:	Yes	No	N/A
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Is the premises provided with adequate emergency routes and exits?

In particular:

Are the escape routes adequately designed and are they fully available?

✓			
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Are exits easily openable by means of a "Push bar", "Push pad" or other means?

✓			
---	--	--	--

Are there a sufficient number of exits?

✓			
---	--	--	--

Are exit doors immediately openable without the use of a key?

✓			
---	--	--	--

Do fire exit doors open in the direction of escape where necessary?

✓			
---	--	--	--

If electronic locks are fitted do they open automatically when the fire alarm operates, or do they have a manual emergency operation point?

		✓	
--	--	---	--

Is the travel distance reasonable?

✓			
---	--	--	--

Are sliding or revolving doors avoided?

✓			
---	--	--	--

Are escape routes enclosed in fire resistance materials where appropriate?

✓			
---	--	--	--

Are inner room conditions dealt with appropriately?

✓			
---	--	--	--

Is emergency lighting provided where it is necessary?

✓			
---	--	--	--

Are arrangements in place to deal with the evacuation of disabled persons?

✓			
---	--	--	--

Are signs provided to indicate the emergency route and exits, and the function of fire doors?

	✓		
--	---	--	--

Is it considered that there is a reasonable standard of compartmentation?

	✓		
--	---	--	--

Is it considered that there is a reasonable limitation of linings that might promote fire spread?

✓			
---	--	--	--

Are fire dampers provided where ductwork passes through fire resisting walls protecting the means of escape?

		✓	
--	--	---	--

Firefighting measures	Yes	No	N/A
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Are the premises provided with adequate firefighting measures?

In particular:

Is there at least one extinguisher provided for every 200m² of floor space?

Are there at least one 13A rated extinguishers on each floor?

Is it possible to reach a fire extinguisher within 30m travel?

Are special extinguishers provided to cover additional risks such as electrical equipment and flammable liquid fires?

Are extinguishers mounted on suitable brackets and indicated by identification signs where required?

Are extinguishers, hose reels and fire blankets readily accessible, unobstructed, in good order and ready for use?

Is a fire sprinkler system or other fire suppression system installed in the premises or parts of it?

Fire Detection and Alarms	Yes	No	N/A
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Are the premises provided with adequate fire detection and warning measures?

In particular:

Does the building have an effective means of raising the alarm?

Is a fire alarm call point sited at each exit from the building where required?

Is it possible to reach a fire alarm call point within 45m travel?

Are automatic fire detectors provided in unoccupied or other required areas?

Is the alarm audible throughout the building / site, and differentiated from other sounds?

Are fire alarm call points accompanied by a fire action notice where necessary?

Are arrangements made for people with hearing disabilities?

Are the levels of detection and types of detection correct and appropriate to the risk?

5.0 (Cont'd) AUDIT OF PREVENTATIVE AND PROTECTIVE MEASURES

Maintenance of Preventative and Protective Measures:	Yes	No	N/A
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Are the preventative and protective measures with the premises is provided Maintained in accordance with the original specification?

In particular:

Are all fire-resisting elements of structure maintained in good repair?	<input checked="" type="checkbox"/>		
Are all fire resisting doors (including their closing mechanisms) maintained in good repair?		<input checked="" type="checkbox"/>	
Where necessary do all fire doors have the required protection measures fitted such as intumescent strips and cold smoke seals and are they in good order?		<input checked="" type="checkbox"/>	
Are all signs maintained in a legible condition?	<input checked="" type="checkbox"/>		
Are the floor surfaces of emergency routes and exists maintained free from trip hazards and obstructions?	<input checked="" type="checkbox"/>		
Are operating mechanisms for exit doors in good working order?	<input checked="" type="checkbox"/>		
Does the fire alarm system appear to be in good working order?		<input checked="" type="checkbox"/>	
Is there evidence that the fire alarm system is subject to a regime of testing and servicing?	<input checked="" type="checkbox"/>		
Does the emergency lighting appear to be in good working order?		<input checked="" type="checkbox"/>	
Is there evidence that the emergency lighting system is subject to a regime of testing and servicing?		<input checked="" type="checkbox"/>	
Does all the fire-fighting equipment appear to be in good working order?	<input checked="" type="checkbox"/>		
Is there evidence that the firefighting equipment is subject to a regime of checking and servicing?	<input checked="" type="checkbox"/>		

Summary of **AUDIT OF PREVENTATIVE AND PROTECTIVE MEASURES**

Taking into account the features of the premises, the activities carried on and the hazards present, it is considered that the emergency routes and exits do fully meet the standards required by Article 14 of the Regulatory Reform (Fire Safety) Order 2005.

There was no evidence that any arrangements have been made for people with hearing disabilities in association with the fire alarm. It is not known at the time of this assessment if any staff were deaf or hard of hearing. Deaf or hard of hearing visitors should always be in the company of another person who can alert them to the sound of the fire alarm. These should be considered and recorded as necessary.

Limited records were available at the time of this inspection relating to fire safety equipment checks and tests being recorded for the assessed premises. Items may be being tested but only some records were available to demonstrate this. Section 6 of this report should be used to assist in this task.

It should be ensured that staff are familiar with all exits and routes. This familiarisation should form part of the staff training and regular fire drills.

A general fire safety check should be carried out and recorded monthly. It should include:

- Check of escape routes – not blocked or have items stored in / on them, that they are in good condition. All escape routes should be walked fully to the final exit and safety regularly.
- Opening of final exit doors that are not in day to day use.
- Fire doors are functioning correctly – fully shutting.
- General fire hazards.
- Control / removal of combustible materials.
- Control / removal of sources of ignition.
- Firefighting equipment.

Part of the general monthly fire safety check should be to check that doors are not staying open and shut fully by themselves. This check should include the following:

- Operation of the self-closer – ensure that the door closes fully when opened.
- That the intumescent strip and cold smoke seals are in place and are not damaged.
- That all screws are in place.
- That the door and fittings are in good order.

Extinguishers should be numbered and checked monthly. The check should include the following:

- Tamper seals are in place.
- Pressure indicators (Where applicable) are showing in the green segment.
- Extinguishers are wall or stand mounted.
- Extinguishers are in good general condition.
- Operation signage is fixed above each unit.

This check must be recorded in the fire logbook as a general fire safety check.

Pictures



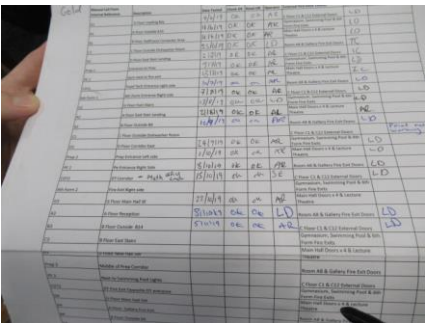
Main fire alarm panel.



Missing fire seals on door.



Holes in wall around wires.



Record of testing.



Door is sticking on floor.



Doors do not shut fully.

Pictures



Evac chair.



Flammable store.



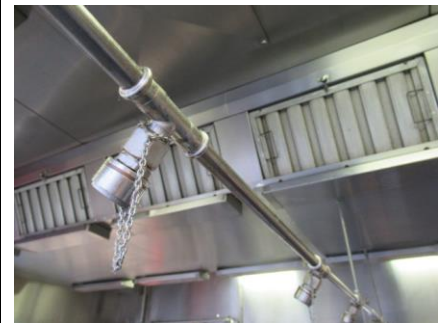
Wedged fire door.



Multi adapters in use.



Wedged fire door fitted with Doorguard.



Fire suppression.

Pictures



Holes in wall.



Glass does not appear to be fire resisting.



Electric heaters in use.



Covered smoke alarm.



Loose wires.



Fire alarm is showing fault.

6.0 Supplementary Information

Contents

- Useful telephone numbers
- Record of fire precaution test dates
- Notes on test procedures and frequencies etc

Useful Telephone Numbers

Local Fire & Rescue Service	London Fire Brigade	Fire Risk Assessor Stephen Chadbon	Fire Safety Assessments LTD 0800 1699930
Fire Extinguisher Maintenance		Fire Alarm Maintenance	
Emergency Lighting Maintenance		Staff Fire Training	Fire Safety Assessments LTD 0800 1699930

British Standards are issued, amended and withdrawn on a regular basis.

The standards referred were current at the time of publication.

SECTION 6.1

Fire precaution last test dates

Fire Warning System	Date of last routine test = 12/11/19. Date of last six month / annual test = 10/04/19.
Emergency Lighting	Date of last routine monthly test = October 19. Date of last annual test = Not known.
Portable Firefighting Equipment	Date of last routine monthly check = October 19. Date of last annual test = October 19.
Fire suppression systems	Date of last test / check = Not known. Date of last test / service = Not known.
Dry / wet riser	Date of last service / test = N/A.
Smoke vents	Date of last routine test = N/A. Date of last service = N/A.
Portable Appliance Testing	Date of last periodic test = May 19.
Lightning conductor	Date of last annual test = N/A.
Fixed wire electrics test	Date of last test = 14/05/18.
Extraction deep clean	Date of last deep clean = Not known.
Gas safety / gas boilers	Date of last service = 15/01/19.
Fire drill / evacuation	Date of last drill = 13/04/19.
Fire policy / procedures	Date implemented / reviewed = Not known.
Staff fire warden training	Date of last Staff training = None.
Staff basic fire awareness training	Date of last awareness = 3-yearly, all staff online.

6.1 Notes on test procedures and frequencies etc.

Fire extinguishers

(For further information refer to BS 5306 or equivalent)

- Monthly inspection to ensure that they are in their correct location, tamper seals are in place, suitably mounted and have not been discharged, (or lost pressure for those fitted with an indicator), or suffered obvious damage.
- Annual inspection. We consider that this should be done by a competent person having an adequate understanding of the appropriate standard and manufacturers recommendations.
- At intervals not exceeding those given below the extinguisher should be subject to a discharge test.
 - a. Every 5 years – Water (all types), foam (all types), Wet Chemical.
 - b. Every 5 years – Dry powder (all types).
 - c. Every 10 years – Carbon Dioxide (CO₂).

Escape / emergency lighting

(For further information refer to BS 5266 or equivalent)

These tests should be undertaken at times of least risk.

Regularly inspect the system for cleanliness, particularly luminaires. Battery banks and generators should be checked in accordance with the manufacturers instructions.

- Monthly - Test the escape lighting by simulating failure of the normal lighting supply. Allow sufficient time to check all luminaires.
- Annually - Test the self-contained and central battery systems by simulating failure of the normal lighting supply, for a period of at least one hour.
- Three yearly - Test the self-contained and central battery systems for the full duration of their specification.

Fire Action Instructions

The instructions should be included as part of the regular Staff Training sessions.

The instructions should be displayed throughout the premises by exits, break glass call points and within escape routes.

The instructions should be reviewed regularly and certainly if there is a change in use or layout of the premises and if any Staff with mobility or disabilities are employed.

6.1 Notes on test procedures and frequencies etc.

Fire alarm

(For further information refer to BS 5839 or equivalent)

It is important that the testing of a fire alarm system does not result in a false signal of fire to the Fire Service (Should your system have a link).

- Daily - Inspect the panel for normal operation of the system. Where provided, check that the connection to the remote manned centre is functioning correctly.
- Weekly - Test and examination to ensure that the system is capable of operating under alarm conditions, namely:
 - a. Operate a device (manual call point or detector) or end of line switch on a zone circuit. Zones should be tested in strict rotation, each zone being tested at least quarterly for a monitored system, and weekly for a non-monitored system. Each time a zone is tested a different trigger device should be used.
 - b. Examination of batteries and connections including electrolyte level.
- Six monthly and annual inspection and test. We consider that this should be done by a competent person having an adequate understanding of the appropriate standard and manufacturers recommendations.

Smoke and heat detectors

(For further information refer to BS 5839 or equivalent)

Regularly inspect detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.

- Annual test of at least 2% of installed heat detectors by application of a heat source as a check on reliability. Detectors other than heat should be checked for correct operation and sensitivity in accordance with the manufacturer's instruction.

Automatic hold open devices for fire doors and shutters connected to fire alarm system (If fitted)

- Weekly, in conjunction with the fire alarm test, check that they release and close fully.

General fire check - Fire doors and structural means of escape – record of defects, obstructions etc

- Weekly, in conjunction with the fire alarm test, check that all escape routes and final escape doors are available for use and are clear of obstructions. Check that doors to cupboards on escape routes are kept locked shut.

The check of the fire doors should include the following :

- Operation of the self-closer – ensure that the door closes fully when opened.
- That the intumescent strip and cold smoke seals are in place and are not damaged.
- That all screws are in place.
- That the door and fittings are in good order.

It is recommended that doors are numbered so as to simplify the recording and accuracy of checks.

6.1 Notes on test procedures and frequencies etc.

Fire training

- At intervals shown below instructions should be given in respect of the action taken when discovering a fire, action taken on hearing the fire alarm, calling the Fire Service, making power supplies safe, operation and use of fire extinguishers and fire alarm, means of escape routes to final exits, and location of the assembly point.

Fire drills

- At intervals shown below drills should be conducted to simulate fire conditions i.e. one escape route obstructed. No advance warning should be given other than to specific staff for the purposes of safety, the fire alarm should be operated on instructions of management. Do not call the Fire Service for the purposes of a drill.
- **Six monthly for residential premises, places of entertainment, large shops and department stores.**
- **Yearly for industrial and commercial premises.**
- **Each term for educational establishments**

Electrical – record of examinations for fixed and portable equipment

Premises electrical systems should be tested every five years, this test should be in accordance with IEE regulations.

Portable electrical equipment should be tested as recommended in item 6.2 of this report.

Sprinkler system (If installed)

Sprinkler systems should be tested in accordance with BS 5306/BS EN 12845 and / or manufactures instructions.

Service Certificates

All service certificates and routine inspection documentation should be retained and be available for inspection by a Fire Officer. It is suggested that it is retained in a suitable folder along with a copy of this Fire Risk Assessment.

6.1 Notes on test procedures and frequencies etc.

Routine Frequency	Record
Daily	
<ul style="list-style-type: none"> • Fire alarm indicator panel for normal condition (BS 5839) • Emergency escape lights (check for faults) (BS 5266) • Fire safety signs and fire extinguishers in position • Escape routes unobstructed • Fire resisting doors shut 	None or log book if fault None or log book if fault None or log book if fault None or log book if fault None or log book if fault
Nightly	
<ul style="list-style-type: none"> • Waste bins emptied etc. • Electric plugs removed and sockets not overloaded • Electric plugs removed and sockets not overloaded 	None or log book if fault None or log book if fault None or log book if fault
Weekly	
<ul style="list-style-type: none"> • Fire alarm test (actuation from different trigger devices) & any associated passive systems • (Including doors held open/shut by electromagnets) (BS 5839) • General fire safety check (visual check) • Open exit doors not in daily use. • Sprinkler test (BS 5306) • Smoke vents/ control systems (operation) • Fire fighting lifts (Operation) (BS5588) or evacuation lifts • Operation of pressurisation system 	Log book Log book Log book Log book Log book Log book
Monthly	
<ul style="list-style-type: none"> • Emergency Escape lighting test including any auto start generator (simulated mains failure) (BS 5266) • Fire fighting equipment (visual check) • Open exit doors not in daily use. • Safety Inspection • Fire fighting lifts (BS5588) • Fire alarm (if an automatic generator is used as secondary power source) (BS 5839) • Inspection of pressurisation system • Automatic opening doors – open on power cut • Test any standby generators (e.g. Fire alarm, emergency lighting etc) 	Log book Log book Log book Log book Log book Log book Log book Log book
Quarterly (3 monthly)	
<ul style="list-style-type: none"> • Fire alarms (BS 5839) ALTERNATIVE TO SIX MONTHLY • Sprinklers (BS 5306/BS EN 12845) 	Log book Log book
Six monthly	
<ul style="list-style-type: none"> • Fire warden training • Fire evacuation drills • Fire alarm (BS 5839) • Sprinklers (dry valve and alarm receiving centre only) (BS 5306/BS EN 12845) • Dry/wet risers inspection (BS 9990) 	Log book Log book Log book / Test Certificate Log book / Test Certificate Log book

6.1 Notes on test procedures and frequencies etc.

Annual	
<ul style="list-style-type: none"> • Fire fighting equipment (BS 5306) • Emergency escape lighting (Full discharge test)(BS 5266) • Fire alarm (BS 5839) • Sprinklers (BS 5306/BS EN 12845) • Fire fighting lifts (BS5588) or evacuation lifts • Dry/wet risers test (BS 9990) • Smoke vents/control systems (maintenance) 	Label Log book / Test Certificate Log book / Test Certificate Log book / Test Certificate Log book / Test Certificate Log book Log book / Test Certificate
Three yearly	
<ul style="list-style-type: none"> • External escape stairs/balconies/walkway • Sprinklers (BS 5306/BS EN 12845) 	Engineers report Log book / Test Certificate
Five yearly	
<ul style="list-style-type: none"> • Fire fighting equipment (discharge test-most types (BS 5306) • Fire alarm wiring test (BS 5839) 	Label Log book / Test Certificate.
Ten yearly	
<ul style="list-style-type: none"> • Fire extinguishers (discharge test-carbon dioxide and some dry powder only (BS 5306) 	Label
Fifteen yearly	
<ul style="list-style-type: none"> • Sprinklers (BS 5306 / BS EN 12845) (Some pump suction tanks only) 	Log book / Test certificate
<p>It is recommended that one person or organisation be nominated to be responsible for the maintenance of the fire precautions within the premises and the completion of all the records so as to ensure that the necessary entries are made into the logbook.</p>	

Note – Manufacturer’s instructions should also be followed when testing fire precaution equipment.

6.2 Portable Electric Appliance Test Guidelines



The Health & Safety Executive recommends that in premises such as offices, regular visual inspections rather than testing may be sufficient to secure compliance with the requirements to maintain electrical equipment. This table can be used as a guide to the appropriate initial* form of testing.

Significant hazards:

Faults in appliances – hence the need to undertake PAT tests;

Misuse of appliances – they should be suitable / sufficient for the intended activity.

Class II equipment is marked with a double small square symbol. If you cannot see this symbol, you should assume that the item is a Class I appliance and carry out a portable appliance test.

Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing
Battery-operated: (less than 40 volts)	No	No	No
Extra low voltage: (less than 50 volts AC): Telephone equipment, low-voltage desk lights	No	No	No
Desktop computers, VDU screens	No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines: Not hand-held. Rarely moved	No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated  (Class II) equipment: Not hand-held. Moved occasionally, eg fans, table lamps	No	Yes, 2–4 years	No
Double insulated  (Class II) equipment: Hand-held, eg some floor cleaners, some kitchen equipment	Yes	Yes, 6 months–1 year	No
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment and irons	Yes	Yes, 6 months–1 year	Yes, 1–2 years
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery-charging equipment	Yes	Yes, 6 months–4 years depending on the type of equipment it is connected to	Yes, 1–5 years depending on the type of equipment it is connected to

*To be reviewed following experience of the faults found and of operating the maintenance system over a period of time.

6.2 Portable Electric Appliance Test Guidelines

Further guidance on PAT testing can be obtained at;

Maintaining portable and transportable electrical equipment HSG107 (Second edition) HSE Books 2004 ISBN 978 0 7176 2805 6 www.hse.gov.uk/pubns/books/hsg107.htm

Memorandum of guidance on the Electricity at Work Regulations 1989. Guidance on Regulations HSR25 (Second edition) HSE Books 2007 ISBN 978 0 7176 6228 9 www.hse.gov.uk/pubns/books/hsr25.htm

Health and safety made simple: The basics for your business Leaflet INDG449 HSE Books 2011 (priced packs ISBN 978 0 7176 6448 1) www.hse.gov.uk/pubns/indg449.htm

HSE's 'Electrical safety at work' microsite: www.hse.gov.uk/electricity.

This site includes case studies: www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm

6.3 Statement of Fire Risk Assessment

Fire Safety Assessments Ltd has conducted this comprehensive Fire Risk Assessment to assist the Responsible Person in complying with The Regulatory Reform (Fire Safety) Order 2005 in meeting the specific requirements of our client. The Assessment is a systematic evaluation of the premises identifying hazards, potential hazards and persons at risk and determining the likelihood (risk) that such hazards will cause harm. The Assessment we have provided should not be a one-off procedure but a dynamic, live process. The Responsible Person is required to have this Assessment constantly reviewed and adjusted if necessary, to meet any changing circumstances – Article 9 (3). This Fire Risk Assessment has been conducted using a five-step Fire Risk Assessment process as recommended by HM Government Guides, Employer's Guides and the Health and Safety Executive. The recommendations of Publicly Available Document 79:2005, Fire Risk Assessment, Guidance and Methodology (PAS 79) have also been considered and it is considered to satisfy the recommendations of the document. This Fire Risk Assessment is made under the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Where appropriate and necessary the assessment included the consideration of the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) and other legislation relevant to the premises. The scope of this Fire Risk Assessment does not include roof void spaces or non-accessible voids or areas unless detailed.

The Fire Risk Assessment should be available for inspection or validation by any authorised person and should be reviewed:

- Following a change of work practice
- Following a significant change of staffing level
- Following any structural or material change to the premises or its usage
- Following any change in the fire precautions in the premises
- Following any near miss or fire incident
- At recommended intervals of no more than twelve months

The hazards and/or risks identified (if any) in each section of this document increase the risk to life and/or property safety in and around the areas assessed. The additional controls, recommendations and actions given for each section in the action plan/summary section of the document should be dealt with accordingly to bring the assessed areas up to the required standard to reduce the risk to a level which is acceptable in the circumstances. Additionally, in accordance with The Regulatory Reform (Fire Safety) Order 2005, responsible persons must, among other things, 'provide his employees with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures, which are in place for serious and imminent danger. Before employing a child, the responsible person must, provide the parents of the child, among other things, with comprehensive and relevant information on the risks to that child identified by the risk assessment, the preventative and protected measures taken and the procedures and measures, which are in place for serious and imminent danger.

This Fire Risk Assessment contains factual information as per the observations, notes and records of the qualified fire risk assessor who completed the site visit and assessment. None of the observations and comments may be changed following the issue of this assessment without the prior consultation with the fire risk assessor. Fire Safety Assessments Ltd will keep a copy of this document for 5 years. Fire Safety Assessments Ltd will provide any additional feedback on comments raised in this report for up to 12 months after the fire risk assessment date noted on this document. In some cases, Fire Safety Assessments Ltd may not be able to provide further comments without a re-visit.

The responsible person must also co-operate with other relevant responsible persons (sharing the same occupancy) and inform them of relevant risks in their undertaking.

7.0 Fire Safety Assessments LTD contact details



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Warrington Certificated UKAS Fire Risk Assessor Number 38



Institute of Fire Safety Managers Registered Fire Risk Assessor Number 137

Fire Risk Assessments – Asbestos Surveys – Health & Safety Assessments -
Fire Extinguishers – Fire Safety Signs & Equipment -

Fire Fighting Training – Fire Safety Consultation & Advice

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