Fire Risk Assessment

University of BRISTOL

General Information	
Address of premises:	**6 Priory Road, Clifton, Bristol, BS8 1TU**
Assessor / job title:	**Lloyd Kembrey, Facilities Manager (Zone 4.2)**
Date of fire risk assessment:	**29th November 2024**
Date of previous fire risk assessment:	**6th January 2023**
Suggested date of next review: (based on risk level indicator)	**October 2026**
Building risk profile (A, B, Ci, Cii)	**A**

Risk Level Indicator										Total points score
		0-99	100 – 399		400 – 699		700 – 999		1000+	
(a) Hazard(s) total =	Trivial	3	Tolerable	2	Moderate	4	Substantial	1	Intolerable	**143**
(b) Points award	1 point		5 points		20 points		50 points		100 points	
Points total (a x b)	3		10		80		50			

Systems	Last Test Date	Systems	Last Test Date	Systems	Last Test Date
5 year electrical	19/05/2021	Fire alarm system	05/11/2024		
Dry risers	None	Fixed appliance testing	21/11/2023		
Emergency lighting	16/03/2024	Lightning conductors	None		
Fire drill	November 2024	PAT testing	March 2023		
Fire fighting equipment	16/04/2024	Gas service visit	11/07/2024		

Guidance notes on completing the template

Article 9 of The Regulatory Reform (Fire Safety) Order 2005 (RRO) requires the responsible person to make a suitable and sufficient assessment of the risks to which relevant persons are exposed. This document should be used in conjunction with the relevant building regulations and associated guidance.

- The **building risk profile** is established from the guidance in BS9999.   A = Occupants who are awake and familiar with the building; B = Occupants who are awake and unfamiliar with the building; Ci = long-term individual occupancy (individual flats without 24 h maintenance and management control on site) and Cii = long-term managed occupancy (serviced flats, halls of residence, sleeping areas or boarding schools). Combine this with a fire growth rate of 1) slow 2) medium 3) fast 4) ultra-fast to create the profile e.g. A2 (occupants awake but unfamiliar with a medium fire growth rate)

- The '**total points score**' box on page 1 should be 'filled' with the appropriate colour indicating the level of risk. In the example below, 500 points = Moderate (400-699) which is orange.

- The '**Total Points Score**' is calculated from the hazards identified in the action register at the end of the document. Total up the number of hazards assessed as 'trivial', 'tolerable', 'moderate' etc and insert into the table (below, for example, there are 10 actions recorded as tolerable, 15 as moderate and 3 as substantial). This enables you to produce a point score for each range which, totalled, is the 'Total Points Score'.

Risk Level Indicator						Total points score
	0-99	100 – 399	400 – 699	700 – 999	1000+	
(a) Hazard(s) total =	Trivial	Tolerable 10	Moderate 15	Substantial 3	Intolerable	**500**
(b) Points award	1 point	5 points	20 points	50 points	100 points	
Points total (a x b)		50	300	150		

- The '**Suggested date of next review'** is based on the risk level indicator. In the example above, a score of 500 means the risk is 'Moderate' requiring a review every six months.

Trivial (1)	Every two years or when there is a significant change affecting fire precautions
Tolerable (2)	Every two years or when there is a significant change affecting fire precautions
Moderate (3)	Every six months until the risk reduces to tolerable (or when there is a significant change affecting fire precautions)
Substantial (4)	Every month until the risk reduces to moderate (or when there is a significant change affecting fire precautions)
Intolerable (5)	Every week until the risk reduces to substantial (or when there is a significant change affecting fire precautions)

In addition, you should continually review the action log in order to see that the fire risk is being progressively reduced.

Fire Risk Level Indicator

Likelihood of fire	Classification of fire risk		
	Likely consequences of fire:		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk (1)	Tolerable risk (2)	Moderate risk (3)
Medium	Tolerable risk (2)	Moderate risk (3)	Substantial risk (4)
High	Moderate risk (3)	Substantial risk (4)	Intolerable risk (5)

In the process of every fire risk assessment, an assessment should be made of the fire risk in the building. It is usual and acceptable for the fire risk to be expressed in terms of one of a number of predetermined categories of risk (e.g. "trivial", "tolerable", "moderate", "substantial" or "intolerable").

Definitions

Risk level	Action and timescale
Trivial (1)	No action is required and no detailed records need be kept.
Tolerable (2)	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate (3)	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. 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.
Substantial (4)	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.
Intolerable (5)	Building (or relevant area) should not be occupied until the risk is reduced.

Background	
Provide an outline of the building, its location and its use	6 Priory Road is occupied by SPS (the School of Policy Studies) and houses a mixture of academic and administration offices along with a teaching room. The main entrance to the building is at the rear which is accessible by UCard to an automatically power assisted door, wheelchair users will still need to adopt a buddy system and will only have access to the ground floor. **LGF/Basement** - 1 x store cupboard (cleaning products), 1 disabled toilet, 2 toilets, 1 x teaching room B1 for up to 20 occupants **Ground Floor** – 1 x kitchenette, 4 x offices (12 staff) **1st Floor** – 6 offices (8 staff) **2nd Floor** – 6 offices (9 staff) The ground floor student administrator rooms are frequently visited by students. Occasional evening teaching may take place in the building. 6PR can be used by other Faculties and external hirers by prior arrangement through the University's Conference Office or School Office.
Materials used	The building was constructed in the 1890s external walls stone/brick, inner walls brick with some walls constructed from studwork, floors concrete/timber, tiled roof (not listed)
Roof construction	Tiles
Cladding (ACM, HPL?) Detail location and type	No cladding, turn of the 20th century building
Lifts	None
Number of floors	4 including the lower ground floor/basement
Number of basements	1
Total floor area	428 M2
Number of staircases	1 main staircase + staircase to basement
Number / location of any lightning control devices	None
Occupancy (staff/visitors)	Maximum occupancy during the day is 59 (this assumes all rooms including the teaching room is used to capacity), limited use in the evenings (up to 10) and weekends, nothing overnight.

Fire history	None known
Assessment Review history (include details/dates of previous reviews)	FRAs available 2009, 2016, 2018, 2021, 2023

A1 GENERAL FIRE PRECAUTIONS			
LIMITATION OF FIRE SPREAD	**COMMENTARY** Provide an outline of the building's structural provisions ensuring you identify potential fire hazards and risk areas within the premises.	**EXISTING CONTROL MEASURES** Record systems and procedures in place for managing these structural provisions. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Structural provisions and standards they have been installed to meet. *Is the integrity of fire-resisting compartmentation maintained (wall and ceiling linings, roof spaces and ducts through fire-resisting partitions)?* *Are all exits and staircases protected from ingress of smoke and fire?* *Are escape routes protected for a minimum of 30 minutes?* *Are fire doors in good condition, functioning correctly and not wedged open?* *Are lifts in protected shafts?* *Higher risk areas sufficiently separated with fire-resistant construction?* *What about separation between adjacent buildings?* *Look at any cladding on the building, its composition and potential to spread fire externally.*	Inner walls of the building are constructed of a mixture of brick, partition and concrete, with a fire door providing fire resisting compartment at the top of the basement steps /leading into the ground floor. Walls and ceilings are painted in a water-based emulsion.	Physical works to the fabric of the building are closely controlled by the University Estates team and no drilling or penetration of compartment walls is allowed without the areas being adequately fire-stopped after work is complete. The building itself was refurbished in the summer 2016 with strengthening works carried out around the main staircase. Any works that may pass through compartment walls are inspected as part of the sign off process for project works. The only work that does not pass through the Estates team is that carried out by the telephone services team. For the most part this relationship is well managed, and work is highlighted in advance so control measures can be implemented.	Yes

A2 OCCUPANTS AT RISK	COMMENTARY Provide an outline of the people who use the building ensuring you identify potential fire hazards and risk areas within the premises	EXISTING CONTROL MEASURES Record systems and procedures in place including training and information given. If action is needed record this in the action log.	FIRE RISK Control/condition satisfactory? Yes/No
Items to consider: All people who use the building, paying particular attention to people who may be especially at risk. Is there a risk for people in the vicinity of the building? These could be sleeping persons, disabled persons, lone workers, non-English speaking persons, contractors or visitors.	The building is used predominantly by academics/admin for office use and 1 teaching room. There are no sleeping facilities within the building and little evening activity although lone working can and does take place. Outside of normal working hours there is limited coverage by fire wardens. Other than the above, there may be visitors or contractors usually present during the day and these would not normally number more than 5-10. Generally speaking UoB staff and students should be able to speak and understand basic English and there are generally not non-English speaking persons. The ground floor offices can be accessed by wheelchair users there is only access via the rear entrance door. The building is not fully DDA compliant some final exits maybe difficult to open without a 'buddy system' especially the basement entrance. There are currently no people with PEEPs using the building. The School of Policy Studies have a lone working policy in place, all staff working in the building have been made aware of this guidance. There are up to 25 members of staff working within the building the responsibility for the safe evacuation of occupants falls with the Fire Wardens allocated members and specifically nominated Fire Wardens.	All School staff and students are provided with a building induction upon or shortly after arrival. This induction includes elements related to fire safety. Fire safety information is on the school intranet. There is a PEEP system in place for disabled staff and students and this is generally well-managed although it does not preclude unexpected visits.	Yes

A3 EMERGENCY PLAN AND PROCEDURES	
Outline your emergency plan and evacuation drills. State the person nominated to implement those drills	The fire alarm system is single stage. On activation, the building is fully evacuated, and users congregate within the car park of 7 Priory Road. The second stage of evacuation should the fire be real /prolonged is the Priory Rd Complex Cafe Fire Wardens are in place to sweep the floors and report to a Fire Marshal (usually the first fire warden to take control at the front of the building Upon activation of the alarm, there is a trained fire investigation team who will investigate the activation and confirm if it is fire or false alarm. Evacuation drills should be held each term, and these are organised by the Snr Exec Assistant/Facilities Manager. Drills are usually planned to take place when the building has full occupancy. These drills usually see the building evacuated in less than 3 minutes.

A4 COMPETENT PERSONS	
Identify any person who is responsible for the day to-day fire management of the premises and any levels of competency they may hold	The University has a fire safety policy which outlines the responsibilities of those responsible for day-to-day fire management. The policy is available online but is paraphrased below. *The Chief Property Officer will, so far as is reasonably practicable, ensure that a fire risk assessment is undertaken, and appropriate control measures are put in place.* In practice this means the fire risk assessment is undertaken by the zonal Facilities Manager. The Facilities Manager will have passed the NEBOSH General Certificate and attended additional fire risk assessment training. Management of active and passive fire safety measures come under the remit of the larger Campus Division team and are primarily managed by the Hard Facilities Management team. Day to day monitoring of the fire panel, emergency lighting central battery and weekly routine testing comes under the remit of the Estates Assistants for Zone 4 lead by Estates Assistants Supervisor Paul Hardiman.
Identify any person who is responsible (at area or regional level) to assist the local manager and any levels of competency they may hold in that area	The University has a Senior Health and Safety Advisor who specialises in fire safety and who provides fire safety training (training for fire wardens, fire safety awareness, fire alarm investigation, safe use of fire extinguishers, operation of evacuation chairs, operation of evacuation lifts), information, advice or help for Facilities Managers carrying out fire risk assessments and general advice on fire safety to staff, students or anyone requesting the information. The University has a Fire Safety Adviser who specialises in fire safety and will provide fire safety training on request for (fire wardens, fire safety awareness, fire alarm investigation, safe use of fire extinguishers, operation of evacuation chairs, operation of evacuation lifts), information, advice or help for Facilities Managers carrying out fire risk assessments and general advice on fire safety to staff, students or anyone requesting the information. The Fire Safety Adviser is a qualified fire risk assessor, who has received training and qualified for a Level 4 Diploma from the Fire Service College with 25 years of practical experience in firefighting and fire safety.
Identify where fire marshals or wardens are provided, the level of training received and specific roles	Members of staff were trained as Fire Wardens in by Kevin McSweeney HSO, these members of staff are. All staff are provided with a written brief which they must sign and return, those who have also attended training from the fire safety advisor will also receive a certificate of attendance.
Identify any other person (including anyone who provides training or advice) with their relevant level of competency	As above, the University has a Senior Health and Safety Advisor who specialises in fire safety and who provides training for fire wardens and information for Facilities Managers carrying out fire risk assessments.

A4 **COMPETENT PERSONS**	
Outline the procedures you have in place for working with others who have responsibilities for coordinating fire safety measures for the building.	Generally, fire-related matters tend to go through the Facilities Manager who acts as the focal point for these issues. It is usual practice that fire safety matters are addressed by the Facilities Manager, Technical Manager and School Safety Manager or School Safety Advisor when urgent. There are clear lines of demarcation and it is understood that passive and active firefighting systems are managed by the Campus Division team (for which the Facilities Manager acts as point of contact/co-ordinator) and that issues/hazards arising from the activities of the School are managed by the Technical Manager, School Safety Manager or School Safety Advisor under authority of the Head of School. Routine maintenance and checks are carried out by a combination of Estates Assistants, in-house maintenance staff and contractors. These activities are co-ordinated between the Site Services department, Compliance team, Maintenance team and Facilities Manager who liaise with the occupier to ensure that testing and maintenance does not impact negatively on teaching and research. Where the wider Campus Division team carry out activities (generally refurbishments) within the building these are managed by a university surveyor or contract manager and work is carried out to meet modern building regulations. Planning and co-ordination meetings are held between the Campus Division and occupier for all project work and these meetings cover all aspects of health and safety, not just fire safety.

A5
MANAGEMENT OF DANGEROUS SUBSTANCES / PROCESSES

Outline the procedures and policies in place to: a) Manage dangerous substances or processes b) Deal with incidents involving dangerous substances or processes. Remember to provide details of training and information given. Remember to spot check that policies / procedures are being followed in labs, offices etc.	Occupants of 6 Priory Road do not use or manage any dangerous substances, the only chemicals used are cleaning fluids which are kept in a secured locations (cleaners' cupboards at different locations within the building) and are not flammable.

B1 PRINCIPLES OF PREVENTION			
IGNITION SOURCES (a) **Smoking**	**COMMENTARY** Explain how smoking is managed ensuring you identify potential fire hazards and risk areas within the premises.	**EXISTING CONTROL MEASURES** Record systems and procedures in place for managing smoking If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Is smoking restricted to safe locations? Is there good housekeeping in these areas? Is there a no smoking policy?	UoB has a smoking policy, and no smoking is allowed in the building.	Signage is present by the main rear door stating that no smoking is allowed	Yes
IGNITION SOURCES (b) **Arson**	**COMMENTARY** Explore areas vulnerable to arson ensuring you identify potential fire hazards and risk areas within the premises.	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Building security Proximity of waste receptacles Accumulation of waste materials Awareness of anti-arson precautions	The building is surrounded by landscaping and is very visible to passers-by. There is a garden to the rear of the building which could be accessed by rough sleepers. However, the external areas of the building afford good protection from arson by the lack of combustible materials present and near the building. Action - On the 2nd floor lobby area there are recycling bins next to the stairs. If these fires were to be on fire, there is early protection devices directly above to make people aware quickly, but 2 offices would be blocked from accessing the stairs.	Bins are stored at the front garden of 7 Priory Road property close to the path. Action - The Facilities manager has proposed an alternative position for these bins on the lobby and will liaise with Site services regarding this move.	Yes

IGNITION SOURCES (c) **Hot processes and naked flames**	COMMENTARY Provide an outline of the hot processes within the building ensuring you identify potential fire hazards and risk areas within the premises	EXISTING CONTROL MEASURES Record systems and procedures in place including training and information given. If action is needed record this in the action log.	FIRE RISK Control/condition satisfactory? **Yes/No**
Items to consider: Used by authorised and competent persons Is equipment clean? Are thermostats and flame failure devices regularly tested and working? Are combustible materials kept away from ignition sources? Is equipment used in correct locations?	The only hot processes taking place by occupants are in the ground floor kitchenette use of a microwave, toaster and kettle, only the toaster had been PAT tested. Estates oversee hot processes utilised by contractors. The gas boiler is housed in the small plant room on the ground floor near to the rear entrance (X1 Strebel). .	Staff using the kitchen to keep combustibles away from the cooking facilities. Contractor hot processes are managed by a Permit To Work system by the central Estates team. It is not known whether gas services are automatically isolated in the event of a fire alarm activation	Yes
IGNITION SOURCES (d) **Electrical**	COMMENTARY Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	EXISTING CONTROL MEASURES Record systems and procedures in place including training and information given. If action is needed record this in the action log.	FIRE RISK Control/condition satisfactory? **Yes/No**
Items to consider: Is wiring in good condition? Is there evidence of overloading including use of multi-block adapters? Trailing leads Are electrical intake areas clear of combustible materials? To what standard was the electrical system installed Is PAT testing up to date? Is equipment used in correct locations Are equipment and cables visually in sound condition?	Action - The PAT testing of all products is out of date currently and was last tested in March 2023. The fixed wire testing was last carried out in Apr 2021 and the fixed appliance testing on Apr 2021, PAT testing should be carried out annually. No evidence of overloading, trailing leads etc at time of inspection The Estates Assistants conduct emergency light testing and maintenance repair any faults, statutory maintenance is carried out by estates, records kept at 1-9 OPH.	Action - The school have been asked to have PAT tested completed again with 3 months. The existing control measures for fixed wire and fixed appliance testing are adequate.	Yes

IGNITION SOURCES (e) **Heating**	COMMENTARY Provide an outline of the heating system within the building ensuring you identify potential fire hazards and risk areas within the premises	EXISTING CONTROL MEASURES Record systems and procedures in place including training and information given. If action is needed record this in the action log.	FIRE RISK Control/condition satisfactory? **Yes/No**
Items to consider: Give a description of the system installed Is it correctly ventilated? Is it physically guarded? Is appliance clear of combustibles? Are boiler rooms locked? Is appliance or system properly installed and serviced to required standards? Is appliance secured in position? What are the arrangements for fuel storage? What are the arrangements for changing gas cylinders? What are the arrangements for refuelling portable heaters?	The boilers and gas supply for 6 PR is contained in the boiler room, located at the ground floor locked plant room. A small number of staff still use portable heaters as supplementary heating, but this is discouraged by the school. Users are advised not to leave heaters unattended, and heaters (oil filled) are PAT tested annually.	Regular maintenance to the boilers is carried out.	Yes

B2 PRINCIPLES OF PREVENTION			
COMBUSTIBLES	**COMMENTARY** Look at housekeeping, particularly areas of storage and on escape routes ensuring you identify potential fire hazards and risk areas within the premises.	**EXISTING CONTROL MEASURES** Record systems and procedures in place for managing housekeeping and storage If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Storage, trip hazards	Housekeeping is generally well managed in the building. Action - On the 2nd floor lobby area there are recycling bins next to the stairs. If these fires were to be on fire, there is early protection devices directly above to make people aware quickly, but 2 offices would be blocked from accessing the stairs. Action - There are combustible materials including on a notice board in the hallway in the basement corridor, as well as outside of 1.1a and inside 1.3.	Formal property inspections are carried out at least annually by the Facilities Manager and informally at least termly. Any housekeeping issues in corridors are recorded and requests made for these to be addressed, but this is rarely done in SPS as space is well managed. The school carries out frequent checks of escape routes to ensure they are clear and carries out annual office inspections, which should also address housekeeping. Where spaces are particularly cluttered and untidy these should be addressed by School management. Action - The Facilities manager has proposed an alternative position for these bins on the lobby and will liaise with Site services regarding this move. Action - The Facilities Management team will ask the school to remove these items from site.	Yes
DANGEROUS SUBSTANCES	**COMMENTARY** Explain what dangerous substances are present and in what quantities ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Gases, chemicals, radioactive substances, lasers, bio-hazards, sources of fuel that would assist fire growth	Not in use at this location.		N/A

C1 **FIRE FIGHTING AND DETECTION SYSTEMS**			
DETECTION SYSTEMS and firefighting equipment	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Type and category of detection External assistance Unwanted fire signals Portable firefighting equipment (also CF with E1)	L2 detection - smoke detectors, with MCPs on escape routes. Sounders are prevalent throughout the building. Portable firefighting equipment is located on escape routes and near final exits. The fire panel is linked to Security via the BOLD/Gemini systems. Action - Foyer entrance on the ground floor does not have fire detection. Should a fire break out in this area, the protected stairwell would be compromised before alarms detect the fire.	Weekly fire alarm tests are carried out by the Estates Assistants. Fire system maintenance is carried out at specified intervals, portable fire-fighting equipment is serviced annually next due in Jul 2023. Control measures surrounding building work (bagging detectors) and hot processes are controlled by the Estates team. Action - A fire detector for this area will be requested.	Yes
MANAGEMENT PROCESSES	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Give a basic statement of system configuration *i.e. conventional or addressable? Cause and effect? No. of zones? Location of panel / MCP's etc?* If the system is installed to different standards in parts of the building state what these are and location. Is firefighting equipment suitable for the risk? Who is authorised to use the equipment?	L2 single-stage detection system with smoke detectors, MCPs located on exit routes and firefighting equipment as above. Fire wardens and Estates Assistants can use firefighting equipment if they feel confident in doing so, but the priority is to evacuate the building. The panel is in the main entrance to the building. A signal is also sent to the 24/7 security monitoring station. If confirmation of fire cannot be confirmed after a short period of time, Security Services will call the emergency services.	Existing control measures have been tested during drills and have been demonstrated to be reliable.	Yes

C1 **FIRE FIGHTING AND DETECTION SYSTEMS**			
Have you taken steps to prevent misuse? Do you have a testing regime in place?	The main fire panel is located by the front door (facing Priory Rd).		

D1 EMERGENCY ROUTES AND EXITS			
Size, number and distribution of exit routes	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Sufficient escape routes with capacity for the maximum number of people likely to be present? Note any external escape routes. Are you displaying the correct signage? Is it consistent? Do escape routes lead to a place of ultimate safety? Are external escape stairs safe?	There are 3 final exits and suitable exit routes/widths as reviewed and tested during evacuations. All escape routes lead to a place of ultimate safety, either at the front of the building or out through the main entrance at the rear, the assembly point is at the front car park of 7 Priory Road. Directional signage is correct. Action - Window is single glazed on Ground floor Level of Lower ground floor staircase. Should be fire glass due to it being above the lower ground floor escape route.	Existing exit routes and stairs are more than sufficient for the number of people likely to be in the building. Correct signage is displayed in the correct locations and all escape routes lead to a place of ultimate safety away from the building. Action- A request for maintenance Services to replace this windowpane with a fire safe pane.	Yes
Stair sizes and protection	**COMMENTARY**	**EXISTING CONTROL MEASURES** Record systems and procedures in place If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Are there sufficient numbers of staircases? Are all staircases protected from the ingress of smoke and fire? Is the capacity of staircases adequate for people to escape?	Door at the top of the staircase at the top of the basement provides compartmentation and allow an alternative means of escape to be used. There are two main stairs, from ground floor to upper levels 1100 mm wide and 900 to the lower ground floor. These widths meet the requirements for occupancy levels in the building. 2nd Floor capacity – 8 1st Floor capacity – 10 Ground Floor capacity – 13 Lower Ground Floor capacity – 20 (B1 teaching room).	Escape routes and stairs are largely kept free from obstruction. These are monitored formally in the Facilities Manager property inspections and on an ad hoc basis between inspections by users / Estates Assistants / FM.	Yes

D1 EMERGENCY ROUTES AND EXITS			
Consideration of emergency routes/exits/lifts for the safe evacuation of disabled persons	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Consider refuge areas, evac lifts, strobes/sounders, steps etc	Any disabled persons using the building such as those in a wheelchair would need to use the rear entrance as an exit, as the front door has a series of steps an evac chair would need to be positioned. .	There are no person needing a PEEP that use the building, the lower ground floor teaching room is not accessible.	Yes

EMERGENCY ROUTES AND EXITS			
Dead end corridors and basements	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Are they covered by automatic detection or fire resisting construction and fire doors? No. of stairways serving the basement, whether the stairway also serves upper floors, how it is separated from the other escape routes?	There are no dead-end corridors within the building, all routes lead out by either fire exit or alternative door.		Yes
Emergency lighting	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Do you have a testing regime? Is there compliance to BS5266 (i.e. lighting sufficient at each exit door, final exits, changes in floor level, equipment which may need shutting down, windowless rooms and toilets exceeding 8m2 etc	All escape routes are covered by acceptable emergency lighting and are regularly tested by the Estates Assistants.		Yes
Final exits	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Consider size, number, where do final exits lead? Door fastenings – are they quickly openable and sufficient in relation to the no. of people using them	All final exits lead to a place of safety outside of the building, all release methods are safe.		Yes

EMERGENCY ROUTES AND EXITS			
Occupancy	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify likely occupancy figures, whether staff, students or visitors and floor space factors Is the building multi-occupancy?	The building is predominantly used by staff (up to 59) during weekdays, the normal UCard access levels are 0800 to 1800 Monday to Friday however, some teaching may go on to 2000. Floor space factors indicate that occupancy levels are acceptable for the building though this needs to be proved by calculations. Outside of normal working hours there is limited coverage by fire wardens.	All School staff and students are provided with a building induction upon or shortly after arrival. This induction includes elements related to fire safety. Fire safety information is on the school intranet. There is a book that staff are asked to sign in / out when working out of hours and staff are told to vacate the building immediately upon hearing an alarm and to call Security. There is a PEEP system in place for disabled staff and students and this is generally well-managed although it does not preclude unexpected visits.	Yes
Adjoining premises link	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: How does it work in line with evacuation procedures? Are there shared escape routes?	6 Priory Rd sits detached from 5 and 7 Priory Rd, these buildings do not go into alarm and are not connected in any way.		Yes

EMERGENCY ROUTES AND EXITS			
Management	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Are means of escape useable and available? Are routes covered in staff training? Are routes kept clear and hazard free? Are routes adequately lit?	All fire routes kept clear and are well lit and signed, only main cause for concern is the narrow stairway to the lower ground floor.		Yes

EMERGENCY ROUTES AND EXITS			
Travel distances	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Do travel distances to a final exit meet the guidelines? Do inner rooms or rooms with initial travel on one direction meet guidance?	All fire routes kept clear and are well lit and signed, only main cause for concern is the narrow stairway to the lower ground floor. The escape for any disabled occupants from the lower ground floor.		Yes

E1 MAINTENANCE OF MEASURES PROVIDED FOR PROTECTION OF FIREFIGHTERS			
Wet/dry risers	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify location Do you have a testing regime? Is correct signage in place?	None		
Suppression systems	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Give a brief description of the system Identify location Do you have a testing regime? Is correct signage in place?	None		
Firefighting shafts	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify location Is correct signage in place?	None		

MAINTENANCE OF MEASURES PROVIDED FOR PROTECTION OF FIREFIGHTERS			
Automatic opening vents	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify location Do you have a testing regime? Is correct signage in place?	None		
Fire-fighting / evacuation lifts	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Give a brief description of the system Identify location Do you have a testing regime? Is correct signage in place?	None		
Fire Hydrants and general access	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. **If action is needed record this in the action log.**	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify location Is correct signage in place? Can fire tenders reach the hydrant and external envelope of the building – are there any restrictions			

F1			
OTHER FIRE HAZARDS OR AREAS REQUIRING SPECIAL CONSIDERATION			
AREA	**COMMENTARY**	**EXISTING CONTROL MEASURES** Record systems and procedures in place for managing this area. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**

G1
EVALUATION OF A FIRE OCCURRING AND POTENTIAL IMPACTS

The overall fire risk level indicator for the building is tolerable. The likelihood of a fire occurring is low.

Fire spread affecting life safety is likely to be reasonably contained with existing fire systems in place. It is essential that these measures remain in place and that there is no degradation which could compromise fire compartmentation or detection systems.

The only heat generating processes involve using the microwave, toaster and kettle in the ground floor kitchenette. Along with the equipment within these areas the most likely cause of fire would be an electrical fire caused by faulty equipment in offices or potentially caused by a boiler malfunction.

FIRE RISK ASSESSMENT ACTION PLAN

Where similar issues present (such as faults with multiple fire doors or breaches of compartmentalisation), these should be listed as one action but with all locations identified. Note that whilst individual issues may be low risk (e.g. simple fault with a single fire door), if accumulated (simple faults with multiple fire doors) it may be appropriate to raise the risk level. Equally, a low level risk may escalate if left unattended from one review to the next.

Issue	Risk Level	Issue description and location	Proposed solution	Person responsible	Job reference number	Expected completion (date)	Checked as complete (names & date)
1.	Trivial	Possibility rear escape route door does not fail open	The Facilities Manager has asked the Estate Assistant team to check this on their next walk round	Facilities Manager		06/12/2024	29/11/2024 The Estate Assistant team confirmed the door releases on alarm.
2	Trivial	The Ground floor kitchen door guard unit is not working.	A job has been logged with maintenance for the unit to be fixed.	Maintenance	1277929	25/12/2024	
3	Moderate	Foyer entrance on the ground floor does not have fire detection. Should a fire break out in this area, the protected stairwell would be compromised before alarms detect the fire.	A fire detector for this area will be requested.	Facilities Manager		Sumer 2025	
4	Substantial	Window is single glazed on Ground floor Level of Lower ground floor staircase. Should be fire glass due to it being above the lower ground floor escape route.	A request for maintenance Services to replace this windowpane with a fire safe pane.	Maintenance	1286110	02/01/2025	
5	Tolerable	There are combustible materials including on a notice board in the hallway in the basement corridor, as well as outside of 1.1a and inside 1.3.	The Facilities Management team will ask the school to remove these items from site.	School office team		02/01/2025	
6	Tolerable	There is not a sounder or beacon in the basement seminar room, there is however	The Facilities Manager will attend the next fire alarm test with a decibel reader to check	Facilities Manager		02/01/2025	

		one in the corridor in the basement.	the sound reaches the minimum accepted level.				
7	Moderate	On the 2nd floor lobby area there are recycling bins next to the stairs. If these fires were to be on fire, there is early protection devices directly above to make people aware quickly, but 2 offices would be blocked from accessing the stairs.	The Facilities manager has proposed an alternative position for these bins on the lobby and will liaise with Site services regarding this move.	Site Services		02/01/2025	
8	Moderate	In 2.2b there is an electric heater in the office. These are banned in university properties.	The school has been asked to have this heater removed immediately.	School office		09/12/2024	
9	Trivial	2.26 also needs a fire door sign put on the door to inform users of its purpose.	The Facilities Manager will source a new sign.	Facilities Manager		02/01/2025	
10	Moderate	The PAT testing of all products is out of date currently and was last tested in March 2023.	The school have been asked to have PAT tested completed again with 3 months.	School office		02/03/2025	