

Fire Risk Assessment

General Information										
Address of premises:		Augustine's Courtyard, Orchard Lane, Bristol BS1 5DS								
Assessor / job title:		Pauline Carden, Facilities Coordinator								
Date of fire risk assessment:		04 th March 2024								
Date of previous fire risk assessment:		09 th February 2022								
Suggested date of next review: (based on risk level indicator)		04 th March 2026								
Building risk profile (A, B, Ci, Cii)		A / B 2								
Risk Level Indicator										
		0-99 100 – 399 400 – 699 700 – 999 1000+								
(a) Hazard(s) total =	Trivial		Tolerable	9	Moderate	6	Substantial	1	Intolerable	
(b) Points award	1 point		5 points		20 points		50 points		100 points	
Points total (a x b)			45		120		50			

215

Systems	Last Test Date	Systems	Last Test Date	Systems	Last Test Date
5 year electrical	May 2021 (due 2026)	Fire alarm system	12/12/2023	Sprinkler System	19/12/2023
Dry risers	N/A	Fixed appliance testing	27/05/2022	Refuge Equipment Service	27/10/2023
Emergency lighting	12/06/2023	Lightning conductors	25/08/2023		
Fire drill	Oct 2023 (Termly)	PAT testing	April – June 2021		
Firefighting equipment	12/09/2023	Gas service visit	N/A		

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			
(b) Points award	1 point		5 points		20 points		50 points		100 points			
Points total (a x b)		50		300		150						500

- 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	<p>Augustine's Courtyard in its current form was constructed as an office building by Legal & General in 1990 and named 1-2 Orchard Court. The property appears to incorporate the façade of a previous 19th-century stone warehouse to the courtyard elevation, which is similar to the building opposite. The property is therefore approximately 27 years old with the courtyard façade considerably older.</p> <p>The property offers approximately 31,785 ft² (2,953m²) of net internal office space with service core and basement parking in addition. Office accommodation is arranged over five floors with two main service cores containing a total of 3 passenger lifts. There is a Lower Ground Floor which contains parking for 18 cars, 2 motorcycle parking bays, 80 secure cycle spaces, showers, a drying room and locker areas. Parking for an additional 20 cars is provided within the shared surface-level car park to the rear of the property, 4 of which are university-controlled.</p> <p>The property is predominately of steel frame construction, supporting a series of pitched roofs. The front elevation facing the courtyard comprises local rubble stone with corbelled brickwork at third floor level and to the various door and window openings. The rear elevation comprises red-facing brickwork. The walls of the service cores are formed from cast in-situ concrete.</p> <p>Windows are painted timber with a mixture of centre pivot, side hung, and sliding sash designs. External pedestrian doors are a combination of original glazed timber and replacement polyester powder-coated aluminum with double-glazed units. Automatic sliding doors are provided to the main entrance into the reception.</p> <p>Internally the offices are open-plan and comprise exposed structural ceilings, plastered and painted walls, and raised access floors. The main services are exposed and include VRF comfort cooling and LED lighting arranged around a central spine concealed behind a feature services raft ceiling with ducts branching out to serve perimeter office areas.</p> <p>The building provides office accommodation for Professional Services divisions in the university. The furniture layout is designed to facilitate "new ways of working". The occupying divisions are: Library Services on the ground and first floors; Change Management and the Strategic Projects Office, including the Student Lifecycle Support Program, on the first and second floors; and Human Resources and Finance Services on the third and fourth floors.</p>
Materials used	Brick, stone, steel, and concrete with wooden windows and doors. Some aluminium doors. Cast concrete floors.
Roof construction	Pitch roofs supported by steel frame construction.
Cladding (ACM, HPL?) Detail location and type	

Lifts	3																										
Number of floors	6 (including basement level)																										
Number of basements	1																										
Total floor area	Approximately 31,785 ft ² (2,953m ²) of net internal office space with service core and underground parking in addition to this.																										
Number of staircases	4																										
Number/location of any lightning control devices	Recently installed Lightning Protection (on 26/2/2021): 1x 6m Stainless Steel Mast to Roof (DC45 ESE). 2x Downtapes that terminate to 2x copper lattice mats within the basement car park.																										
Occupancy (staff/visitors)	Occupation is approx. 350 staff plus up to 50 visitors. 40 staff on the ground floor, 64 on the 1 st floor, 75 on the 2 nd floor, 87 on the third floor, and 85 on the fourth floor. Since 2020, occupancy levels now fluctuate since the introduction of blended working, and AUGC's use as a blended working hub (bookable desks). Occupancy rates for 2024 were as outlined below: - <table border="1"> <thead> <tr> <th>Month</th><th>Desks book per day (average)</th></tr> </thead> <tbody> <tr><td>January</td><td>84</td></tr> <tr><td>February</td><td>108</td></tr> <tr><td>March</td><td>123</td></tr> <tr><td>April</td><td>98</td></tr> <tr><td>May</td><td>117</td></tr> <tr><td>June</td><td>110</td></tr> <tr><td>July</td><td>96</td></tr> <tr><td>August</td><td>96</td></tr> <tr><td>September</td><td>110</td></tr> <tr><td>October</td><td>124</td></tr> <tr><td>November</td><td>139</td></tr> <tr><td>December</td><td>72</td></tr> </tbody> </table>	Month	Desks book per day (average)	January	84	February	108	March	123	April	98	May	117	June	110	July	96	August	96	September	110	October	124	November	139	December	72
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October	124																										
November	139																										
December	72																										
Fire history	No known fires																										
Assessment Review history (include details/dates of previous reviews)	<p><u>February 2020 – Full occupation (Score 104)</u></p> <p><u>February 2018 – Full Occupation of the building (Score 100)</u></p> <p><u>August 2017 – Occupation of floors 1 and 2 (Score 135)</u></p> <p><u>April 2017 – Pre Occupation (Score 295)</u></p>																										

A1 GENERAL FIRE PRECAUTIONS	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
LIMITATION OF FIRE SPREAD			
	<p>Provide an outline of the building's structural provisions ensuring you identify potential fire hazards and risk areas within the premises.</p>	<p>Record systems and procedures in place for managing these structural provisions.</p> <p>If action is needed record this in the action log.</p>	<p>Control/condition satisfactory? Yes/No</p>
<p>Items to consider:</p> <p>Structural provisions and standards they have been installed to meet.</p> <p><i>Is the integrity of fire-resisting compartmentation maintained (wall and ceiling linings, roof spaces and ducts through fire-resisting partitions)?</i></p> <p><i>Are all exits and staircases protected from ingress of smoke and fire?</i></p> <p><i>Are escape routes protected for a minimum of 30 minutes?</i></p> <p><i>Are fire doors in good condition, functioning correctly and not wedged open?</i></p> <p><i>Are lifts in protected shafts?</i> <i>Higher risk areas sufficiently separated with fire-resistant construction?</i></p> <p><i>What about separation between adjacent buildings?</i></p> <p><i>Look at any cladding on the building, its composition and potential to spread fire externally.</i></p>	<p>This risk assessment is based on a non-invasive survey. Ceiling voids, roof spaces and ventilation ducts etc. have not been inspected.</p> <p>The floors and the walls of the service cores found in stairwells, are formed from cast in-situ concrete.</p> <p>Main service risers comprise a single compartment separated from the accommodation areas by fire doors on every floor. Doors were labelled and locked.</p> <p>There is a wooden panel separating the riser in the 1st floor central core, cleaners cupboard, from the adjacent toilet. This should be checked by a competent person and any remedial work completed. There is a boiler behind an access panel also and no AFD in the cupboard that has sources of ignition and fuel.</p> <p>Cleaning cupboards in the central stair core do not have locks on doors and were openly accessible). As the cupboards contain water heaters and potentially combustible materials they should be kept locked.</p> <p>Fire doors are generally in good condition and offer protection from the ingress of smoke, gases, and fire.</p>	<p>Maintenance activities or any work to alter services are carried out by UoB maintenance staff or approved, competent, contractors who we can expect to adequately fire-stop any services penetrating compartment walls, floors or ceilings.</p> <p>FM's carry out regular building inspections.</p> <p>Estates Assistant's carry out monthly fire door checks in the building, logging any requests for repairs.</p> <p>AFD in all corridors and fire door separates cleaners cupboard from safe compartment.</p>	<p>Yes with actions Moderate</p>

A1 GENERAL FIRE PRECAUTIONS			
	<p>Fire door on 2nd floor East Side has door closer clashing with wall when opening into protected stairwell, which does not allow it to open 90 degrees. This door closer will need to be changed to a more appropriate design/mechanism.</p> <p>There is a cavity that can be accessed from 3.07 meeting room, which houses a hot water boiler. There are several penetrations through what appears to be fire board (pink faced) that would offer protection to the 3rd floor stairwell/landing safe compartment. This would need to be investigated further and fire stopped accordingly.</p> <p>Generally speaking, the escape stair cores are separated from the accommodation by fire doors and compartmentation appears to be in order, offering protection for a minimum of 30 minutes.</p> <p>Internally the offices are open-plan and comprise exposed structural ceilings, plastered and painted walls and raised access floors. Comms rooms are sufficiently separated within individual rooms protected by fire doors and services appear to be fire-stopped between walls.</p> <p>There are adjoining premises on either side. Both appear to be commercial offices. There does not appear to be any breaches within compartment walls separating the adjoining premises.</p>		

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
<p>Items to consider:</p> <p>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?</p> <p>These could be sleeping persons, disabled persons, lone workers, non-English speaking persons, contractors or visitors.</p>	<p>There are currently approximately 350 staff occupying the office areas and up to 50 visitors (from within UoB and possibly external guests) using meeting rooms throughout the building. The main bulk of meeting rooms are on the GF which has level egress. Other meeting rooms in the building are smaller rooms and are mostly used by the occupying staff of the building.</p> <p>There are no sleeping facilities within the building.</p> <p>People who may be especially at risk in the building:</p> <p>Lone workers (lone working is rare but occasionally occurs)</p> <p>Out-of-hours workers (out-of-hours working is rare but occasionally occurs)</p> <p>Contractor's (carrying out work which may create an increased risk of fire and / or may be unfamiliar with the building and evacuation procedures)</p> <p>Couriers (Likely to be unfamiliar with the building)</p> <p>Visitors (External and Internal including visiting staff and students likely to be unfamiliar with the building)</p>	<p>Each department has staff trained as fire wardens for core hour coverage, who would assist with the evacuation of the building and disabled people.</p> <p>This number had reduced, following the COVID-19 Pandemic, whereby the building has not been in full use. The number of fire wardens is being managed by the department SSAs and monitored by the Facilities Manager with a view to ensure there are sufficient numbers of FWs.</p> <p>There are currently a sufficient number of fire wardens for each floor who engage well with their responsibilities as FW's and fire procedures in general.</p> <p>All staff are provided with a building induction by their line manager upon or shortly after joining UoB. This induction includes elements related to fire safety including the evacuation plan and escape routes in their building as well as lone working.</p> <p>All UoB staff are required to complete online mandatory H&S training which includes a basic fire safety awareness module.</p> <p>Fire action notices are in place at key locations including entrances to the building to alert and notify visitors and staff of the actions to take upon discovering a fire or hearing the alarm.</p>	<p>Yes Tolerable</p>

	<p>Staff or Students where English is not their first language</p> <p>Disabled staff, students or visitors</p> <p>All staff on UoB sites have been briefed by Departments/Faculties:</p> <p>"During blended working in particular, all staff should adopt the fire warden role if a fire alarm sounds: get up and leave, verbally encouraging others to do so as you make your way out. If you encounter anyone refusing to leave or unable to leave, report this to security officers who will arrive to help with the fire alarm. This message was approved at Board level and an email to all staff sent out in September 2021.</p> <p>All staff, students, visitors, and contractors should take their responsibility for fire safety seriously."</p> <p><i>-Richard Norris.</i></p>	<p>Departments have Lone Working / out-of-hours working Policies and Risk Assessments in place.</p> <p>The fire detection system is automatic and linked to the main building system, therefore the alarm will be activated automatically if a fire is detected in the building. It is also linked to UoB security 24/7 who would be notified of an activation.</p> <p>There is a University PEEP policy in place for disabled staff and students and this is generally well-managed. There are a number of staff in the building who have PEEP's in place and refuge areas have recently been installed in the building and demonstrated to fire wardens.</p> <p>Contractors are managed by Campus Division who ensure they are provided with the necessary H&S information relating to the building, including fire safety. Contractors' visits are booked in with the FM, who notifies the building occupiers and Estates Assistant (EA).</p> <p>There is a GF reception desk manned by an EA who accepts post and deliveries mitigating the need for couriers etc to enter the building any further than the GF entrance.</p> <p>Considering the occupancy of the building, there is an expectation that any visitors or staff meeting in the building would have a basic level of understanding of the English language and therefore be able to evacuate the building safely if required.</p> <p>The building is U-Card controlled therefore external visitors, who may not be familiar with</p>	
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		standard UoB H&S procedures, are controlled and managed.	
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A3 EMERGENCY PLAN AND PROCEDURES	
<p>Outline your emergency plan and evacuation drills.</p> <p>State the person nominated to implement those drills</p>	<p>The building fire alarm is connected to the university system and monitored 24/7 by University Security Services.</p> <p>The evacuation strategy for the whole building is: single-stage evacuation.</p> <p>In the event of a fire activation, the emergency plan is as follows:</p> <p>In the event of fire alarm activation all staff, students, and visitors immediately evacuate the building and go to the assembly point at St Augustine's Parade. Fire wardens should sweep their area and then report to the nominated senior warden at the fire alarm panel, that their area is clear and whether there are any persons at the refuge points. Fire wardens should direct people to the muster point and prevent re-entry to the building.</p> <p>Fire evacuation drills for the entire building are held 3 times per year and these are organised by the FM. The FM would be present during fire drills to monitor the evacuation and provide feedback to fire wardens, recommending any improvements or changes that could be made to ensure a more efficient evacuation.</p> <p>Fire action notices are in place at red manual call points and various other locations around the building, so the information is available to visitors using these areas who may not have received a building induction.</p> <p>All UoB staff are required to complete a basic fire safety training module online. This includes the basics of fire safety, what to do in the event of a fire, evacuating a building, and fire action notices.</p>

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	<p>The University has a fire safety policy that outlines the responsibilities of those responsible for day-to-day fire management. The policy is available online and is paraphrased below:</p> <p>The Director of Estates 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 Facilities Manager.</p> <p>Management of active and passive fire safety measures come under the remit of the wider Campus Division team(s) and are managed by the Hard FM Compliance team.</p> <p>Day to day monitoring of the fire panel and the weekly fire alarm test is carried out by Estates Assistants (located in Reception). The monthly emergency lighting test is also undertaken by Estates Assistants and Hard FM for plant room areas.</p> <p>Deans, Directors, Heads of School and Service will, so far as is reasonably practicable, ensure that all activities and processes falling under their control that present a fire safety risk are risk-assessed under the MHSW Regulations and brought to the attention of the Facilities Manager for inclusion in the fire risk assessment where appropriate.</p>
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	<p>The UoB 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.</p> <p>The Senior Health and Safety Advisor is a qualified fire risk assessor, who has received training at the Fire Service College in Moreton-in Marsh (basic and advanced fire safety engineering, fire-fighting with fire extinguishers, fire rescue technique) with 20 years practical experience in fire safety advice, guidance, training and risk assessment.</p>
Identify where fire marshals or wardens are provided, the level of training received and specific roles	Departmental staff throughout the building have been trained to undertake the role of fire wardens. Training is provided by the Senior Health and Safety Advisor before taking on the role. Fire Warden training is up to date. The University Safety and Health office records dates of training and reminds fire wardens to book refresher training as required.

A4 COMPETENT PERSONS	
Identify any other person (including anyone who provides training or advice) with their relevant level of competency	<p>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.</p> <p>The University has an approved contractor and competent person, Plexus, who carries out all University fire alarm and firefighting equipment maintenance.</p> <p>Significant refurbishment work is carried out under the advice and recommendations of Building Control where necessary and signed off as required before practical completion is achieved.</p>
Outline the procedures you have in place for working with others who have responsibilities for coordinating fire safety measures for the building.	<p>The Departmental Safety Advisors are responsible for all aspects of Health & Safety within the department including fire safety. The DSA (also known as SSA – School / Service Safety Advisors) will bring to the attention of the Facilities Manager any concerns relating to fire safety.</p> <p>There are clear lines of demarcation and it is understood that passive and active firefighting systems are managed by Campus Division (for which the Facilities Manager acts as a point of contact) and that issues/hazards arising from the activities of the Professional Service or School are managed by the Service Manager / Safety Advisor under the authority of the Head of the Service.</p> <p>Routine maintenance and checks are carried out by a combination of onsite staff, Estates Assistants, in-house maintenance staff, and contractors. These activities are coordinated between the Soft FM, Compliance team, Hard FM and Facilities Manager who liaise with the occupiers to ensure that testing and maintenance do not impact negatively on department activities.</p> <p>Where the wider Estates team carries out activities (generally refurbishments) within the building these are managed by a University surveyor or contract/project manager and work is carried out to meet modern building regulations. Planning and coordination meetings are held between Campus Division and the occupier for all project work and these meetings cover all aspects of health and safety, not just fire safety.</p> <p>The FM holds termly occupier meetings with occupiers of UoB areas to discuss and coordinate wider H&S issues including fire safety.</p> <p>The FM updates, and discusses with relevant occupiers in the building any issues that arise on a day-to-day basis regarding fire safety, escalating issues where required with senior managers, SSA's, and the relevant members of the Compliance team.</p> <p>The Compliance team notifies the FM of any planned activity relating to Fire Safety (i.e. planned maintenance visits and testing).</p>

**A5
MANAGEMENT OF DANGEROUS SUBSTANCES / PROCESSES**

<p>Outline the procedures and policies in place to:</p> <p>a) Manage dangerous substances or processes</p> <p>b) Deal with incidents involving dangerous substances or processes.</p> <p>Remember to provide details of training and information given.</p> <p>Remember to spot check that policies / procedures are being followed in labs, offices etc.</p>	<p>There are no dangerous substances or processes that are undertaken within the building.</p> <p>Occupiers are advised to inform the building Facilities Manager if there are any changes relating to this and UoB policies ensure that departments have robust procedures in place when dealing with such substances.</p> <p>Cleaning materials and chemicals should be stored securely, and all cleaning staff have been trained on how to manage and use any hazardous or flammable substances. Training records are held by the Site Services team administrators. COSHH folders are stored on site and managed by the cleaning supervisor.</p> <p>There are no maintenance supplies stored on site at present. All maintenance team members have undertaken relevant training to correctly manage and use any hazardous or flammable substances. Training records are held by the Hard FM Team Administrators.</p>
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B1 PRINCIPLES OF PREVENTION			
IGNITION SOURCES (a)	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
Smoking	Explain how smoking is managed ensuring you identify potential fire hazards and risk areas within the premises.	Record systems and procedures in place for managing smoking If action is needed record this in the action log.	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?	The UoB Smoking Policy applies to all University buildings and property and prohibits smoking in any building as well as the areas immediately outside buildings and windows within the curtilage of University property. No smoking signage is in place in some of the immediate external areas. There is no designated smoking area for the building. There is a courtyard used by surrounding commercial and retail units, which is not part of the UoB property, but the escape route passes through and is used for smoking by occupiers of other properties. There is a purpose made, metal cigarette bin in this area, and housekeeping generally appears good.	An Estates Assistant is based in the building and conducts regular external inspections to monitor the external areas. There is an FM responsible for the neighbouring property (Amelia Court) who is responsible for maintaining some of the adjacent areas and courtyard.	Yes Tolerable
IGNITION SOURCES (b)	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
Arson	Explore areas vulnerable to arson ensuring you identify potential fire hazards and risk areas within the premises.	Record systems and procedures in place including training and information given. If action is needed record this in the action log.	Control/condition satisfactory? Yes/No

B1 PRINCIPLES OF PREVENTION	
<p>Items to consider:</p> <p>Building security</p> <p>Proximity of waste receptacles</p> <p>Accumulation of waste materials</p> <p>Awareness of anti-arson precautions</p>	<p>The perimeter of the building is protected by locked gates outside of normal working hours (accessible either by a security key or pin code, which is managed by the FM / Maintenance). However, some of these gates are not under university control (e.g. Pipe Lane vehicle entrance) and have been known to fail, allowing free access. Other gates are accessible by occupants of neighbouring buildings with a pin code managed by the FM of Amelia Court.</p> <p>During normal hours (7am – 7pm) the courtyard and surrounding areas of the building are open to allow for pedestrian rights of way.</p> <p>All entrances to the GF of the building are covered by CCTV linked to the UoB Security Control Room.</p> <p>There does not appear to be CCTV covering the surrounding areas and, as these are open during the day and occasionally accessible at night if the gates are broken (which is known to happen), this does increase the risk of arson.</p> <p>UoB waste bins are stored in a secure compound. However, bins from neighbouring properties are stored outside the building.</p> <p>Rough sleepers are known to be in the vicinity of the building and could potentially use the sheltered areas surrounding the building to sleep.</p> <p>There is an intruder alarm in place for the building and CCTV covers the main entry points.</p> <p>University Security Officers check the area when they unlock and lock the pedestrian gates at 07:00 and 19:00 each day. Internal and external patrols are also carried out by security out of hours.</p> <p>Security is acutely aware of rough sleepers in the area and will move them on if found to be on site.</p>

IGNITION SOURCES (c)	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
Hot processes and naked flames	Provide an outline of the hot processes within the building ensuring you identify potential fire hazards and risk areas within the premises	Record systems and procedures in place including training and information given. If action is needed record this in the action log.	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?	Hot processes by maintenance staff and contractors may occur, however, these are tightly managed by the S&H team via a Permit-to-work scheme. On the whole, combustibles are kept away from ignition sources in the building although there were a number of empty cardboard boxes and seemingly discarded office paraphernalia collected together on the 4th FLOOR (East Side), behind the desk pods. This should be stored in a better location, away from ignition sources.	Hot works are subject to a permit-to-work scheme restricted to a single day operation and RAMS are approved by Safety & Health colleagues.	Yes Tolerable
IGNITION SOURCES (d)	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
Electrical	Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	Record systems and procedures in place including training and information given. If action is needed record this in the action log.	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?	Electrical services are in good condition and regularly maintained. Electric heaters in stairwells, and above the entrance door, are subject to regular compliance testing and inspection. PAT testing is not up to date. Occupiers have been advised to get all equipment testing ASAP. Small fan heater found on 3 rd floor under bank of desks (TSS side – West wing). 2nd FLOOR kitchen – <ul style="list-style-type: none"> • 3x coffee machines set up with no evidence of PAT. 	PAT testing is managed and monitored by occupying departments. A few items have been found without PAT test stickers (likely to be a result of reduced office use due to Covid, and also the introduction of new teams and NWOW to the building). Kitchens and office spaces are well maintained by staff, however, improvements are needed regarding untested appliances within some kitchens. Fixed Appliance electrical testing is managed and monitored by the Campus Division Compliance team and is all within recommended dates. Campus Division direct staff and departments that the only portable heaters that are permitted for temporary	Yes – Tolerable

	<ul style="list-style-type: none">• White Igenix microwave also has no PAT sticker.• Small fridge for expressed milk has no PAT sticker, although believe this is a relatively new purchase.• Graddons provided vending machine – Maintained by Graddons? <p>1st Floor kitchen –</p> <ul style="list-style-type: none">• Sharp microwave has no PAT test sticker and appears a little old and well used. Could possibly do with replacing.• Dishwasher has no visible PAT test sticker	use (when heating systems are down etc), are oil-filled electric heaters. Convector/fan heaters are not to be used. Further policy is currently being written at this time to support this endeavour. This policy is being adhered to in the building.	
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IGNITION SOURCES (e)	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
Heating	<p>Provide an outline of the heating system within the building ensuring you identify potential fire hazards and risk areas within the premises</p>	<p>Record systems and procedures in place including training and information given.</p>	<p>Control/condition satisfactory?</p>
<p>Items to consider:</p> <p>Give a description of the system installed Is it correctly ventilated?</p> <p>Is it physically guarded?</p> <p>Is appliance clear of combustibles?</p> <p>Are boiler rooms locked?</p> <p>Is appliance or system properly installed and serviced to required standards? Is appliance secured in position?</p> <p>What are the arrangements for fuel storage? What are the arrangements for changing gas cylinders? What are the arrangements for refuelling portable heaters?</p>	<p>The building utilises a Variable Refrigerant Volume (VRV/VRF) heating and cooling system to condition the open plan office areas. The system utilises “in void” fan coils units which are actually exposed. The fan coils are mounted in the centre of the room and deliver conditioned air to the perimeter via galvanised ducting terminated with swirl diffusers.</p> <p>The condensing units are located in two banks within the underground car park.</p> <p>Boiler rooms are kept locked.</p> <p>The ground floor reception has a standalone split air conditioning unit.</p> <p>The stairwells are heated with electric panel heaters which have integrated thermostats and are controlled via the main BMS, operating during the standard BMS operating hours (M-F). The main entrance door has an overhead electric heater, also linked to the main BMS.</p> <p>No fuel storage or gas cylinders on site. The mains gas supply is not in use and is capped off. There is a decommissioned gas meter in the basement car park which is scheduled to be removed in early-mid 2024.</p> <p>Some staff do use portable heaters, mostly oil-filled electric with thermostats as these have a lower fire risk. The numbers of these are very limited throughout. Only one small fan heater found in the old TSS office space on the 3rd Floor.</p>	<p>Plant rooms are kept locked and locks are on the EX2 (Maintenance suite). Keys are restricted to authorised personnel only and managed by the Maintenance department.</p> <p>Plant rooms are protected by compartment walls and fire doors.</p> <p>In general, across the UoB estate, air conditioning units are subject to regular maintenance regimes, managed by Building Services compliance team as part of UoB standard processes.</p> <p>Stairwell heaters are equipped with integrated thermostats and on a central timer (BMS) to only operate during normal office hours.</p> <p>UoB policy is being drawn up to ban all convector/fan heaters to reduce the risk of heater-related risks. Only oil-filled heaters are to be used and only for temporary measures.</p>	<p>Yes – Tolerable</p>

B2 PRINCIPLES OF PREVENTION			
COMBUSTIBLES	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
Items to consider: Storage, trip hazards	<p>Look at housekeeping, particularly areas of storage and on escape routes ensuring you identify potential fire hazards and risk areas within the premises.</p> <p>Housekeeping is generally good, however some of the areas surrounding the printers have a build-up of paper bundles and boxes, which represent a trip hazard, but also highly combustible materials directly next to an ignition source.</p> <p>Fire escape routes were clear of combustibles and storage is largely well-managed.</p>	<p>Record systems and procedures in place for managing housekeeping and storage</p> <p>If action is needed record this in the action log.</p> <p>Estates Assistant based in building who carries out daily checks of building and escape routes.</p> <p>FM termly building inspections.</p> <p>Each dept has an SSA who is takes responsibility for H&S matters for their respective departments and liaise with the FM regularly re H&S matters to ensure processes are sufficient.</p>	Control/condition satisfactory? Yes/No Yes - Tolerable
DANGEROUS SUBSTANCES	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
Items to consider: Gases, chemicals, radioactive substances, lasers, bio-hazards, sources of fuel that would assist fire growth	<p>Explain what dangerous substances are present and in what quantities ensuring you identify potential fire hazards and risk areas within the premises</p> <p>There are no dangerous substances (other than cleaning products) in Augustine's Courtyard. As the building consists of offices used by professional services staff, it is unlikely that dangerous substances would be used or stored on site.</p>	<p>Record systems and procedures in place including training and information given.</p> <p>If action is needed record this in the action log.</p> <p>Occupiers have a duty of care to inform the Facilities Manager of any dangerous substances on site and carry out the necessary Risk Assessments.</p> <p>Risk assessments are carried out for all cleaning products used and measures are in place as required. Products used are approved and used as standard across the University.</p>	Control/condition satisfactory? Yes/No Yes – Trivial

C1 FIRE FIGHTING AND DETECTION SYSTEMS			
DETECTION SYSTEMS and firefighting equipment	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
Items to consider: Type and category of detection External assistance Unwanted fire signals Portable firefighting equipment (also CF with E1)	<p>The system appears to be an L1 category system. Detectors consist of optical smoke, some of which have integrated sounders and beacons, and multi-heat sensors in the basement car parking area.</p> <p>The fire alarm system is linked to security services, who will attend and investigate whether the brigade is required, which is standard practice across the UoB estate.</p> <p>Extinguishers are P50 foam type and last test date 10/21. A sample of extinguishers were checked and had tags in place.</p>	<p>Record systems and procedures in place including training and information given.</p> <p>If action is needed record this in the action log.</p>	Control/condition satisfactory? Yes/No
MANAGEMENT PROCESSES	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK

C1 FIRE FIGHTING AND DETECTION SYSTEMS			
	Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	Record systems and procedures in place including training and information given. If action is needed record this in the action log.	Control/condition satisfactory? Yes/No
<p>Items to consider:</p> <p>Give a basic statement of system configuration i.e. conventional or addressable? Cause and effect? No. of zones? Location of panel / MCP's etc?</p> <p>If the system is installed to different standards in parts of the building state what these are and location.</p> <p>Is firefighting equipment suitable for the risk?</p> <p>Who is authorised to use the equipment?</p> <p>Have you taken steps to prevent misuse?</p> <p>Do you have a testing regime in place?</p>	<p>A Honeywell Morley IAS Connexion analogue addressable fire alarm panel is located within the reception area adjacent to the main entrance door. The panel serves manual call points, smoke and heat detectors with combined sounder bases throughout, most detectors include beacons. Heat detectors are provided to the car park. Wiring is in an FP200 type cable with a red sheath. The provision of detection is uniform throughout the office floors.</p> <p>Interfaces are provided to the access control system to release the doors in the event of activation and to the MCC to turn the ventilation system fans off.</p> <p>MCP's are situated suitably throughout the building, including on all escape routes.</p> <p>The P50 foam extinguishers are suitable for the risk in this building.</p> <p>The building is occupied by Professional Services staff and very unlikely that students would be using the building, who may be more likely to misuse equipment.</p>	<p>The UoB fire safety officer runs training sessions for the use of extinguishers. Those who have undergone training are able to use extinguishers if necessary.</p> <p>Each floor/dept has a number of Fire Wardens to assist with evacuation.</p> <p>Due to there only being one type, the risk of someone using the incorrect type of extinguisher on a fire is low.</p> <p>Extinguishers are serviced regularly as part of the compliance PPM's.</p>	<p>Yes – Tolerable</p>

D1 EMERGENCY ROUTES AND EXITS			
Size, number and distribution of exit routes	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
<p>Items to consider:</p> <p>Sufficient escape routes with capacity for the maximum number of people likely to be present? Note any external escape routes.</p> <p>Are you displaying the correct signage? Is it consistent?</p> <p>Do escape routes lead to a place of ultimate safety? Are external escape stairs safe?</p>	<p>There are sufficient exit routes and final exits.</p> <p>There are two exits directly to the outside of the building from the lower GF parking area, plus an additional 2 routes up to the ground floor inside the building. However, all these routes involve the use of steps. The vehicle entrance roller shutter door provides the only exit from the LGF not involving steps. There is a refuge point in this location.</p> <p>One of the escape routes from the GF office has a step up to it which could impede escape. There is a visual warning in the form of contrasting colour.</p> <p>One of the exits from the GF office discharges into the car park, however the area in front of this is now hatched in yellow signalling to 'Keep Clear'</p> <p>An alternative exit from the GF office, via the reception area, does not open in the direction of escape (acceptable to Building Control).</p> <p>Some "straight on" signage has incorrect arrow orientation (pointing down not up). Illuminated exit signs are in place above doors to storey exits and final exits. Some additional directional escape signage is required.</p> <p>All exit routes lead to a place of ultimate safety. Outside normal working hours (07:00 to 19:00) pedestrian gates leading from the external realm to the public highway will be locked. A large section of the assembly point may not be accessible. Onward escape would be prevented by the locked gate.</p>	<p>Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises</p> <p>Record systems and procedures in place including training and information given.</p> <p>If action is needed record this in the action log.</p>	<p>Control/condition satisfactory? Yes/No</p> <p>Staff have been informed of the codes to open the gates.</p> <p>Security Services procedures include unlocking the gate on arrival following an alarm activation. There is sufficient space in the (safe) walkway leading to the assembly point for the number of persons expected to be in the building outside normal hours.</p> <p>Staff inductions include emergency escape procedures and routes and out-of-hours Risk Assessments are in place as well as procedures for escape out of hours which would be different to working hours as the route is locked. An alternative route would be via the Pipe Lane ramp or using the pedestrian gate.</p>
			Yes – Tolerable

D1 EMERGENCY ROUTES AND EXITS			
Stair sizes and protection	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
<p>Items to consider:</p> <p>Are there sufficient numbers of staircases?</p> <p>Are all staircases protected from the ingress of smoke and fire?</p> <p>Is the capacity of staircases adequate for people to escape?</p>	<p>The two main cores to the building each contain a staircase, both of which are of concrete construction with timber balustrading and glass panel inserts.</p> <p>There is a fire escape staircase located to the east end of the building, adjacent to the neighbouring Amelia Court, which is accessed from the 2nd, 3rd and 4th floors only, due to the double-height archway. This staircase is similarly finished to the main staircases within the cores, except for the balustrading which is of painted tubular metal design. A further two fire escape staircases are provided at the eastern end of the property, one from the 1st floor leading down to the ground level rear car park and the other leading up from the basement car park to the ground level service yard area. There is a short, curved escape staircase from the opposite, west end of the basement car park which leads up to the top of the vehicle entrance ramp. The number and sizes of staircases are sufficient for the number of people occupying the building. All stairwells are protected for a minimum of 30 minutes.</p> <p>A couple of penetrations were observed through the compartment wall above fire exits into stairwells (electrics for the illuminated signage). It appears to need additional fire stopping to maintain integrity on floor 2 and floor 1.</p>	<p>Record systems and procedures in place</p> <p>If action is needed record this in the action log.</p>	<p>Control/condition satisfactory? Yes/No</p> <p>Yes – Moderate (actions)</p>

D1 EMERGENCY ROUTES AND EXITS			
Consideration of emergency routes/exits/lifts for the safe evacuation of disabled persons	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
Consider refuge areas, evac lifts, strobes/sounders, steps etc	<p>Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises</p> <p>Refuge areas have recently been completed in the east and west stairwells on every floor, complete with evac chairs and a comms system, linking to the main comms point in the GF reception.</p> <p>There are no evac lifts in the building.</p> <p>Disabled W.C's have the required emergency lighting and strobes to indicate a fire alarm.</p>	<p>Record systems and procedures in place including training and information given.</p> <p>If action is needed record this in the action log.</p> <p>Refuge comms system is tested and serviced regularly (last serviced 12/21). Servicing is scheduled and managed by the compliance team.</p> <p>The EA and fire wardens have been trained on the use of the comms system.</p> <p>The UoB has a PEEP process in place for any students, staff or visitors who would not be able to evacuate unassisted.</p>	Control/condition satisfactory? Yes/No Yes – Tolerable

EMERGENCY ROUTES AND EXITS			
Dead end corridors and basements	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
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?	<p>Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises</p> <p>There are certain areas of the floors which have dead-end conditions i.e. where the initial direction of travel is in one direction only (i.e. in the East wing) but travel distances are within recommended limits and there is AFD in place.</p> <p>All 3 stairwells serving the basement are protected by fire doors separating them from the basement area by at least 1 doorset and additional fire doors separating the stairwell from the GF level. All stairwells are separated and independent of each other. There is also an escape route from the basement leading directly into a place of ultimate safety (via the ramp which leads directly outside).</p>	<p>Record systems and procedures in place including training and information given.</p> <p>If action is needed record this in the action log.</p> <p>AFD in place.</p> <p>No high-risk activities taking place in the building.</p> <p>Sufficient number of protected stairwells serving the basement.</p>	Control/condition satisfactory? Yes/No Yes – Tolerable
Emergency lighting	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
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 8m ² etc)	<p>Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises</p> <p>The emergency lighting throughout the building is predominantly dedicated, standalone, non-maintained luminaires connected to a central battery unit. They have a green indicator light to show functionality.</p> <p>The emergency lighting provision appears to be sufficient and in accordance with BS5266-1.</p>	<p>Record systems and procedures in place including training and information given.</p> <p>If action is needed record this in the action log.</p> <p>The emergency lighting is tested monthly via key switches throughout the building, by the Estates Assistant (EA). Any failures are logged with the maintenance helpdesk.</p> <p>The annual 3-hour test is completed by maintenance and managed via PPM's and the compliance team.</p>	Control/condition satisfactory? Yes/No Yes – Tolerable

EMERGENCY ROUTES AND EXITS			
	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
	<p>It is unclear who is responsible for the emergency lighting provision externally, or whether this is tested, however, this is required to provide a safe route to the assembly point.</p>		
Final exits	<p>Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises</p>	<p>Record systems and procedures in place including training and information given.</p> <p>If action is needed record this in the action log.</p>	<p>Control/condition satisfactory? Yes/No</p>
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	<p>There are sufficient final exits throughout the building, and they are all easily openable with correct fastenings.</p> <p>Final exits lead to places of ultimate safety and routes to the assembly point do not involve further gates or doors during daytime hours of 7am – 7pm Monday-Friday. Outside of these hours, some of the gates are locked.</p>	<p>The building is generally not occupied outside of the hours of 7am – 7pm and staff who do come in out of hours, are very limited and have suitable RA's in place, are provided information on the arrangements for emergency escape (which is via the pedestrian gate or ramp to Pipe Lane).</p>	<p>Yes – Tolerable</p>

EMERGENCY ROUTES AND EXITS			
Occupancy	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
Items to consider: Identify likely occupancy figures, whether staff, students or visitors and floor space factors Is the building multi-occupancy?	<p>Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises</p> <p>Occupation is approx. 350 staff plus up to 50 visitors. 40 staff on the ground floor, 64 on the 1st floor, 75 on the 2nd floor, 87 on the 3rd floor and 85 on the 4th floor.</p> <p>It is unlikely students will be in the building as the building is occupied by UoB staff only, from various professional services departments.</p> <p>The building has operated as a blended working hub since 2021. There are bookable desk spaces for staff and as a result, the building may be less likely to meet full capacity, due to other blended working hubs across the campus (that have more freely available parking spaces) and WFH policies.</p>	<p>Record systems and procedures in place including training and information given.</p> <p>If action is needed record this in the action log.</p>	<p>Control/condition satisfactory? Yes/No</p> <p>Yes – Tolerable</p>
Adjoining premises link	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
Items to consider: How does it work in line with evacuation procedures? Are there shared escape routes?	<p>Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises</p> <p>The building shares a party wall with Amelia Court, at the Pipe Lane end of the building, and Orchard Cottage at the Orchard Lane end. Amelia Court is owned by Vantage Developments and is predominantly unoccupied. There is a business centre occupying a small part of the building. Orchard Cottage appears to be offices.</p>	<p>Record systems and procedures in place including training and information given.</p> <p>If action is needed record this in the action log.</p>	<p>Control/condition satisfactory? Yes/No</p> <p>Yes – Tolerable</p>

EMERGENCY ROUTES AND EXITS			
Management	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
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?	There are no shared escape routes within the building however there are shared routes from the building and surrounding buildings/business, i.e. through the courtyard, towards assembly points. The fire alarm systems are not linked.	Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises Record systems and procedures in place including training and information given. If action is needed record this in the action log.	Control/condition satisfactory? Yes/No

EMERGENCY ROUTES AND EXITS			
Travel distances	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
<p>Items to consider:</p> <p>Do travel distances to a final exit meet the guidelines?</p> <p>Do inner rooms or rooms with initial travel on one direction meet guidance?</p>	<p>Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises</p> <p>Yes all travel distances meet guidelines.</p>	<p>Record systems and procedures in place including training and information given.</p> <p>If action is needed record this in the action log.</p>	<p>Control/condition satisfactory? Yes/No</p> <p>Yes – Trivial</p>

E1 MAINTENANCE OF MEASURES PROVIDED FOR PROTECTION OF FIREFIGHTERS			
	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
Wet/dry risers	Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	Record systems and procedures in place including training and information given. If action is needed record this in the action log.	Control/condition satisfactory? Yes/No
Items to consider: Identify location Do you have a testing regime? Is correct signage in place?	No wet or dry risers within building		Yes – Tolerable
Suppression systems	Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	Record systems and procedures in place including training and information given. If action is needed record this in the action log.	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?	There are sprinklers installed in the underground car park. When a heat detector in a sprinkler head is activated water will be sprayed in the local area. The sprinkler system is interfaced with the fire alarm. A pressure drop will not activate the fire alarm. There are separate AFD heat detectors in the garage to activate the building fire alarm.	The sprinkler systems is regularly serviced by trinity, the UoB contractor for fire alarm systems. This process is managed by the compliance team via scheduled PPM's.	Yes – Tolerable
Firefighting shafts	Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	Record systems and procedures in place including training and information given. If action is needed record this in the action log.	Control/condition satisfactory? Yes/No
Items to consider: Identify location Is correct signage in place?	There are no firefighting shafts		Yes – Tolerable

MAINTENANCE OF MEASURES PROVIDED FOR PROTECTION OF FIREFIGHTERS			
	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
Automatic opening vents	<p>Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises</p>	<p>Record systems and procedures in place including training and information given.</p> <p>If action is needed record this in the action log.</p>	Control/condition satisfactory? Yes/No
Items to consider: Identify location Do you have a testing regime? Is correct signage in place?	There are no automatic opening vents		Yes - Tolerable
Fire-fighting / evacuation lifts	<p>Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises</p>	<p>Record systems and procedures in place including training and information given.</p> <p>If action is needed record this in the action log.</p>	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?	There are no evac or firefighting		Yes Tolerable
Fire Hydrants and general access	<p>Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises</p>	<p>Record systems and procedures in place including training and information given.</p> <p>If action is needed record this in the action log.</p>	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	There is a public fire hydrant on Orchard Lane. There should be no issues with access to this or distance to the building.		Yes – Trivial

F1 OTHER FIRE HAZARDS OR AREAS REQUIRING SPECIAL CONSIDERATION			
AREA	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
Rm 3.08	<p>Small room being utilised as a computer / printer room with 2x large printers/franking machine & 4x PCs – 3 of which are set up for remote workers and 1 is on a desk top to be used as a small work station.</p> <p>PAT stickers on machines indicate last PAT test was carried out in 2018.</p>	<p>Record systems and procedures in place for managing this area. If action is needed record this in the action log.</p> <p>Room has AFD for early warning of smoke/fire. Room is infrequently used and printers were switched off at time of assessment.</p>	<p>Yes Tolerable</p>

G1 EVALUATION OF A FIRE OCCURRING AND POTENTIAL IMPACTS

The risk of a fire occurring is low due to the activity and equipment within the building. There are good management processes in place and equipment and plant are well maintained, as well as fire-related systems within the building.

The building is occupied by Professional Services staff who would be familiar with the building and manage the minimal amount of visitors well. In response to the COVID 19 Pandemic, the University has now adapted the use of certain floors in this building that will enable blended working. The fundamental layout and use has not changed, as it is still office space – the only real change is the potential for staff who are unfamiliar with the building's layout.

Occupants are still very likely to escape quickly as they would be notified early by the AFD and can utilise various exit routes which are all signed. Recent fire drills at the building have demonstrated a good response to the fire alarms whilst staff numbers have been at elevated levels.

If a fire were to occur and grow, there could be potential impacts on the adjoining premises and members of the public passing through the courtyard, however, it is unlikely that a fire would grow to a point it would spread to adjoining buildings.

The penetrations into protected stairwells will need to be investigated and rectified as this could mean fire and smoke would likely spread into the protected sides of compartments.

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	Moderate	Possible compartmentation issue – between riser in 1 st floor cleaners cupboard and adjacent toilet	Check by a competent person (request advice from RRO Surveyor initially).	Asset Maintenance	711234	30/06/2024	
2	Tolerable	Additional escape signage is required, i.e. in stairwells, from showers in the basement and replacing 'arrow down' signs that should now be 'arrow up'.	Review directional signage & install additional where required.	FM	711234	30/06/2024	
3	Tolerable	Central core cleaning cupboards – no locks on doors.	Install locks.	Maintenance		30/06/2024	
4	Tolerable	External emergency lighting along the escape route to the assembly point.	Confirm testing and suitability of external emergency lighting leading to the assembly route, i.e. under archways.	Amelia Court FM	711234	30/06/2024	
5	Moderate	Paper boxes/bundles left on the floor surrounding printers. Printer areas need to be tidied and paper stowed away in a suitable location, off the floor and away from the printer itself.	SSAs/Lead Occupiers to review current processes and provisions to enable better management of hazards in the building. Occupiers to review general housekeeping.	SSAs / Occupiers		31/03/2024	Email sent to Lead Occupiers on 06/03/2024 to action.
6	Moderate	Desks – poor housekeeping, particularly on the GF with papers piled next to extension cables.	Occupiers are to review general housekeeping and bear in mind this is a flexible working office.	Occupiers		31/03/2024	

7	Tolerable	Chair in the pathway of the fire escape on the 3 rd floor. This could impede safe exit from the building in the event of a fire etc. 2 nd floor – chairs to be stacked away from any escape routes.	All escape routes need to be kept free of any hazards. Chairs should be tucked under the desks. Any excess chairs or chairs for specific staff needs should be moved to a corner of the office floor where it will not cause an obstruction.	Occupiers		22/03/2024	
8	Moderate	PAT Testing is overdue on some electrical equipment – some was last tested in 2018, some in 2021. Some items have no visible PAT test stickers, however they are listed on the 2021 report as being tested.	PAT testing is to be arranged by the relevant SSA.	SSA for relevant area/floor or dept.		08/04/2024	
9	Moderate	GF kitchen – The kitchen door is not a fire door.	FM to investigate if this should be a fire door.	FM		15/04/2024	
10	Moderate	Desk fan on 4 th floor not PAT tested.	Fan to be PAT tested or removed from the building.	Occupiers		31/03/2024	
11	Tolerable	Paper signage on walls.	All signs should be on a noticeboard with all 4 corners pinned.	Occupiers		31/03/2024	
12	Tolerable	Paper signs on fire doors.	All paper signs are to be removed from fire doors.	Occupiers		31/03/2024	
13	Tolerable	Old shredder in meeting room 1.04. Pat tested in 2018.	Dispose of the machine through Sustainability if it is no longer in use. If still being used, it needs to be PAT tested.	Occupiers		31/03/2024	
14	Tolerable	Oil-filled radiator with cable squashed due to furniture being placed on top of it.	Ensure cables are free from any furniture to protect the integrity of the electrical item.	Occupiers		31/03/2024	
15	Tolerable	Dehumidifiers with no evidence of PAT testing.	Machines to be PAT tested or removed from the building.	Occupiers		31/03/2024	

		High risk of legionella developing in these units. No evidence to indicate these units are being maintained regularly.	Occupiers should have a risk assessment in place to highlight what actions they are taking to regularly maintain these units to avoid legionella. Failing that, these units must be removed.				
16	Substantial	Toasters in open-plan kitchens. These pose a significant fire safety hazard due to the lack of compartmentation. Furthermore, the unit is full of crumbs which could easily catch fire.	The toasters should be removed with immediate effect.	Occupiers		Immediate	