Fire Risk Assessment

General Information											
Address of premises:	**69 St Michael's Hill, Bristol BS2 8DZ**										
Assessor / job title:	**Nicholas Poole**										
Date of fire risk assessment:	**2nd February 2024**										
Date of previous fire risk assessment:	**1st April 2022**										
Suggested date of next review: (based on risk level indicator)	**2 years (February 1st 2026)**										
Building risk profile (A, B, C, D)	**A/B.** Most staff and students are familiar with the building. Visitors, and students who are new to the building may be unfamiliar with it. No sleeping on site.										
Risk Level Indicator											**Total points score**
(a) Hazard(s) total =	**Trivial**	**0**	**Tolerable**	**4**	**Moderate**	**2**	**Substantial**	**0**	**Intolerable**	**0**	**60**
(b) Points award	**1 point**		**5 points**		**20 points**		**50 points**		**100 points**		
Points total (a x b)			**20**		**40**						

Systems	Due Date	Systems	Due Date	Systems	Due Date
5 year electrical	28/07/2023	Fire panel	31/10/2023		
Dry risers	N/A	Fixed appliance testing	10/02/2023		
Emergency lighting	07/03/2023	Lightning conductors	N/A		
Fire drill	December 2023	PAT testing	Jan Fox – Medical School December 2022		
Fire fighting equipment	14/12/2023	Gas Boiler	17/01/2024		

Introduction

The Regulatory Reform (Fire Safety) Order 2005 (RRO) replaces previous fire safety legislation and represents a significant shift of emphasis of the law towards risk assessment. Article 9 of the 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.

Review

The risk assessment should be reviewed according to the overall Risk Level.

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.

Indemnity

This document has been produced as a tool to assist you in completing a fire risk assessment of your premises. It is used entirely at your own risk to identify what you consider are your significant findings, and also whether you consider the information therein to be suitable and sufficient.

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:	The building is accessed via steep steps from St Michael's Hill. A rear exit also leads through a garden and more steps to the Biomedical Sciences delivery yard. Both of these routes are emergency exits. The accommodation consists of a Basement, Ground Floor, 1st floor and 2nd floor. Ceiling height is approx. 2.5m. There is a single staircase leading to the upper floors and one single staircase leading to the basement. **Basement:** The basement has an arched ceiling of restricted height down to approx. 1.5 m in places. There is an inner room (a disused cold room) with open access. Electricity, water and gas services enter the building in this area. Isolation valves/ switch are located here. There is also a water shut off valve in the street outside the basement to # 67, in the middle of the footpath. The stop tap nearest to the basement door serves #67. **Ground floor:** An office for 4 persons (G.01) which has a front window and 2 wooden doors with glass pains. These doors are not used as a fire escape and these doors are also not used for general use and are always closed. The Office for 2 persons (G.02) with chairs for small meetings (max 6 persons); kitchen, toilets and shower room and a Cleaner's cupboard also containing domestic type gas boiler and IT switch gear. **First Floor:** A change of use since the spring term 2018. The office and meeting room have been changed into 2 teaching rooms. 1.01 accommodating 22 persons and 1.02 accommodating 16 persons (plus lecturer/ tutor). **Second Floor:** 3 small offices. Two rooms with 2 "hot desks" each and one room with a desk and chairs for small meetings (max 6 persons). A change of use: The building is used as office space by the Faculty of Life Sciences and the first floor is also used for teaching within the Bristol Medical School. Most activities are carried out during the extended working day between 07:00 and 19:00 (teaching 08:00 to 18:00). Late evening or weekend working is unusual. The building is not used for public events or conferences. The building may not be accessible for people with disabilities (see Access Statement for details).
Materials used	Traditional class B. Stone, block and brick. Stairwell concrete.
Roof construction	Pitched roof, timber and tiles
Lifts	None
Number of floors	4, including the basement
Number of basements	1
Total floor area	143 sq m
Number of staircases	1, plus 1 to the basement
Number / location of any lightning control devices	None
Occupancy (staff/visitors)	The total occupancy would not exceed 60 persons including visitors
Fire history	No history

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?
Items to consider: Structural provisions and standards they have been installed to meet. Fire-resisting compartmentation, fire doors, wall and ceiling linings, roof spaces and ducts through fire-resisting partitions.	**This assessment is based on a non-invasive survey** The building has a single means of escape from the upper floors and basement. All the accommodation rooms are separated from the hallway and landings by fire resisting walls and doors. The floors are presumed, from a non-invasive survey, to be wooden joists and boards with plaster ceilings. There are two disused chimney stacks in the building which have passive ventilation openings connecting rooms on every floor. The staircase and landings are concrete with a steel bannister and handrails.	Fire doors are inspected every 6 months by the building Estates Assistants and defects reported to the maintenance teams. Building occupiers also report fire door faults as and when they become apparent. Physical works to the building fabric are controlled by the University Estates maintenance team. The only works not controlled by Estates are IT / Telephone Services installations	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?
Items to consider: All people who use the building paying particular attention to people who may be especially at risk. These could be sleeping persons, disabled persons, lone workers, non-English speaking persons, contractors or visitors.	The building is currently an office base for 7 staff. The meeting room has a maximum occupancy of 6 and the two teaching rooms hold 38 persons No events open to the public are held. There are no sleeping facilities within the building. Lone working, does take place. There are occasionally visitors and contractors present during the day. These would not normally number more than 5 unless there was a special event taking place or a major refurbishment. Egress is the same as access. Up or down stairs and steps.	All staff are provided with a building induction upon, or shortly after, arrival. This induction includes elements related to fire safety. Other staff, students and visitors come under the control of their host who should provide fire safety information. Whilst this may not always the case, regular fire drills show that persons escaping from the building generally do so quickly and safely. Out of hours access is subject to the Schools local rules. Contractors are controlled with inductions taking place for routine or project work. Contractors sign in and out at the Estates Contractors Office. There is a UoB PEEP system in place should it be required. This does not preclude unexpected visits Generally speaking UoB staff and students are able to speak and understand basic English. Overseas students are required to undertake an English language test as a condition of registration on their course	YES

A3 EMERGENCY PLAN AND PROCEDURES	
Outline your emergency plan and evacuation drills. State the person nominated to implement those drills	The evacuation is a single stage process. On activation of the fire alarm the evacuation signal is transmitted throughout the building immediately. An alarm signal simultaneously goes to the UoB Security control who send officers to assist. Security staff will go to the alarm panel and investigate the source of the alarm. There are no Estates Assistants based in the building. Fire Wardens are in place to sweep the floors and report to a Fire Marshal. FM has an action to renew list of fire wardens. The emergency plan is described in more detail in the Building Fire Safety Manual. An incident and crisis management framework is also in place for serious incidents. Evacuation drills are held three times a year and are organised by the Facilities Manager in conjunction with the School's management team. Drills are usually planned to take place when the building has full occupancy. The evacuation time is usually around 1 minute. The first drill since new teaching rooms were set up was undertaken on 16/03/18. Evacuation time was less than one minute to evacuate the building. Orderly evacuation observed from room without external encouragement.

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 or be an Associate Member of the IFSM and would have attended additional fire risk assessment training. Management of active and passive fire safety measures come under the remit of the larger Estates team and are primarily managed by the FM Hard Services / Compliance team. Day to day monitoring of the fire panel, emergency lighting and weekly routine testing comes under the remit of the Site Services team and is carried out by the Estates Assistants. *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.* In practice the Faculty of Life Sciences has a Safety Committee, Heads of research groups, School Safety Advisors, School Managers and a Faculty Manager. These people generally have day to day responsibility for lab and School safety (including fire safety) arising from School or Faculty activities. These are the responsibility of the Dean, as Head of Faculty, although in practice these responsibilities are delegated to persons occupying the positions above.
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 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.
Identify where fire marshals or wardens are provided, the level of training received and specific roles	Fire wardens are provided within the building and are given training by the Senior Health and Safety Advisor prior to taking on the role. The School Manager monitors the training records and arranges refresher courses as required.
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. There are clear lines of demarcation and it is understood that passive and active fire-fighting systems are managed by the Estates team (for which the Facilities Manager acts as point of contact/co-ordinator) and that issues/hazards arising from the activities of the Professional Service are managed by the Service Manager/ Safety Advisor under authority of the Head of the Service. 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 liaises with the occupier to ensure that testing and maintenance does not impact negatively on their operations. Where the wider Estates 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 Estates department 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	Potential for hot works by maintenance staff or contractors is managed by Permit to Work system Work within the building is office based. There are no dangerous or hazardous activities undertaken in the building. Cooking is restricted to a microwave oven located in the kitchen.
b) Deal with incidents involving dangerous substances or processes. Remember to provide details of training and information given.	

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?
Items to consider: Is smoking restricted to safe locations? Is there good housekeeping in these areas? Is there a no smoking policy?	No formal areas are designated. Housekeeping acceptable at time of inspection	The UoB has a smoking policy. Smoking is not allowed where it will cause nuisance to others. In line with legislation, smoking is not allowed in the building.	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?
Items to consider: Building security Proximity of waste receptacles Accumulation of waste materials Awareness of anti-arson precautions	The building is a standard security building. Waste is stored using the facilities in the Biomedical Sciences yard, remote from the building. Collection frequency: General waste is collected daily, paper and cardboard twice a week. The building is surrounded mainly by hard landscaping with some shrubs and trees at the back.	Access is controlled using magnetic locks and the U-Card access control system on the front and back doors. The building has an intruder alarm manually operated by the occupants University Security carry out occasional internal and external patrols.	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.	
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?	Domestic type Gas boiler located in ground floor cleaners cupboard (G.03). Kitchen equipment is in use: kettle, dish washer, fridge, microwave oven and toaster seen during inspection. Contractors and DLO maintenance staff may also carry out hot works.	On inspection Ignition sources were kept clear of combustible material. Last serviced Hot works by contractors is controlled by the Estates Office permit to work system.	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?
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?	The electrical installation was last tested on 28/07/2023 Fixed electrical appliances (FXA) were tested in February 2023 Multi gang adapters are in use for IT equipment. PAT last done in December 2022 by Jan Fox from Medical School. A sample of equipment and flexes were checked visually during the assessment and found to be in good condition	PAT testing is carried out by School technicians managed by the Technical Manager based in the BRI labs.	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?
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?	Primary heating is provided by hot water radiators fuelled by a domestic type gas boiler. Wall mounted and clear of combustibles Room was found to be locked Routine servicing by UoB maintenance staff. No fuel storage and no portable gas heating	The domestic type boiler is in a room which also houses IT switch gear and is used as a cleaners' store room. Whilst this arrangement is not ideal the room is tidy and the boiler is clear of combustible material.	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?
Items to consider: Storage, trip hazards	The standard of housekeeping was good. No unacceptable accumulation of combustible materials seen. Stairwell and landings clear of obstructions. Basement clear of storage. There are three small notice boards in the ground floor hallway. The notices are tidy and well pinned.	Routine and ad hoc inspections. AFD in all rooms and corridors apart from first floor landing.	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?
Items to consider: Gases, chemicals, radioactive substances, lasers, bio-hazards, sources of fuel that would assist fire growth	No dangerous substances present.		YES

C1 **FIRE FIGHTING AND DETECTION**			
DETECTION 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?
Items to consider: Types of detection External assistance Unwanted fire signals Portable fire-fighting equipment	AFD installed in all rooms and most passageways (L2). Devices are mainly optical smoke detectors with heat detectors in the boiler room and kitchen. MCP's are located on storey exits and final exits. The alarm sound is a two tone siren. The fire alarm signal is remotely monitored by UoB Security who will respond to an alarm call and contact Fire and Rescue Service if required. Portable fire-fighting equipment is dispersed throughout the building on escape routes, near storey exits and final exits.	Fire alarm and AFD systems routinely tested to BS by specialist contractor every 6 months. Service frequency was reduced from 3 service visits per year, in smaller buildings with basic alarm systems, Daily check of fire alarm panel by Estates Assistants. Faults reported to maintenance service desk for remedial work. Weekly "bell test" by Estates Assistants using activation of manual call point All alarm signals are recorded	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?
Items to consider: Give a basic statement of system configuration What procedures are in place to call the emergency services? Record these in order to identify trends Identify location of appliances Are appliances suitable for the risk? Who is authorised to use the equipment? Have you taken steps to prevent misuse? Do you have a testing regime in place?	The fire alarm is single phase, configured for immediate evacuation. The alarm panel is located in the entrance hallway. An alarm signal is sent to the remote UoB Security Control Room which is permanently staffed 24/7. Security staff are trained to investigate an alarm. If smoke or flame is found, or more than one detector is activated, Security will call the Fire and Rescue Service. Building occupiers are also instructed to call Security and the Fire and Rescue Service if they discover a fire. Fire extinguishers are dispersed throughout the building close to storey exits and final exits. Trained fire wardens are authorised to use the equipment	The meeting room 1.02 has a visual alert beacon in addition to a sounder Procedures found to be working as intended when responding to unwanted alarm signals. Security do not routinely attend during the termly evacuation drills. Tamper seals are used. No history of misuse in this building. Equipment checked annually	YES

C1			
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?
Items to consider: Are there sufficient exit routes with the capacity for the maximum number of people likely to be present? Are there sufficient numbers of staircases?	There is a single means of escape from upper floors, using the stairs. Furthest point on second floor (in 2.01) is 8 m from top of	Less than 60 persons in the building. Escape signage in place.	YES
Are you displaying the correct signage? Do all escape routes lead to a place of ultimate safety?	stairs and a total of 25m to the back exit, including vertical escape distance The ground floor corridor narrows on the approach to the exits. A minimum of 900 mm by the back door and 1000 mm by the front door. The front door opens inwards. The back door opens in the direction of escape.	All escape routes lead outside the building with a route to the assembly point.	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?
Items to consider: Are all staircases protected from the ingress of smoke and fire? Is the capacity of staircases adequate for people to escape?	The staircase is protected by fire doors on all the rooms opening on to it. Yes. Stairs are 1050 mm wide. <60 persons.	Protection relies on fire doors being well maintained and kept shut.	YES

EMERGENCY ROUTES AND EXITS			
Dead end corridors	**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?
Items to consider: Are they covered by automatic detection or fire resisting construction and fire doors?	There are no dead end corridors		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?
Items to consider: Are all escape routes covered by acceptable emergency lighting? Do you have a testing regime?	Escape routes have emergency lighting provision.	Monthly testing is carried out by the Estates Assistants. Annual testing is carried out by Reactive Maintenance Faults reported to maintenance service desk. The annual testing was undertaken in	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?
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?
Items to consider: How does it work in line with evacuation procedures?	The adjoining premises in the terrace, 71 and 67 St Michael's Hill, are not linked to number 69 apart from the party walls. Number 69 does share a chimney breast with number 71. Both adjacent properties are university owned. 71 is residential and 67 is office accommodation.		YES
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?
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?	Yes all means of escape are useable, available, unobstructed and adequately lit. Routes are covered in staff training. A large group collaboration table was installed in room 1.02 during January 2018. The clearance between the end of the table and the wall is 950mm when the minimum recommended aisle width in CLG guidance is 1050 mm	Routes are checked prior to termly fire drills and during routine and ad hoc property inspections. After discussion with the Fire Safety Adviser (RN) and LFM Manager (RJ) on 6/2/18 this was assessed to be tolerable because of mitigating factors: A maximum of 8 persons would have to escape through the narrow aisle. The stairwell is constructed from fire resisting material and is protected from the rooms opening on to it by fire doors. The lack of ignition sources in the hallway and landings (fire alarm and intruder alarm panels and lighting). AFD in all areas apart from first floor landing.	YES

EMERGENCY ROUTES AND EXITS			
Compartments and fire resisting partitions	**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?
Items to consider: Are all exits and staircases protected from ingress of smoke and fire? Is escape route protected for a minimum of 30 minutes? Is the integrity of fire resisting compartments maintained? Are fire doors in good condition, functioning correctly and not wedged open? Do you have a testing regime for approved hold open devices on fire doors?	Staircase is separated from rooms by fire resisting walls and doors. The floors and ceilings appear to be traditional timber and plaster No doors found wedged open.	Fire doors checked every 6 months by Estates Assistants and faults reported to Maintenance. No hold open devices located in the building	YES
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?
Items to consider: Do travel distances to a final exit meet the guidelines?	The escape route from the upper floors is a single means of escape down the stairs. The total travel distance to a final exit from room 2.01 on the top floor. including vertical travel, is 25 m which is compliant for a low risk area. The travel distance from the furthest corner in the basement to a final exit is 16m which is compliant for a normal risk area. The recently installed collaboration tables in rooms 1.01 and 1.02, on the first floor, increases the travel distance within the rooms by cutting off direct access to the doors. In room 1.01 the maximum travel distance to the door is 12m. In room 1.02 the maximum travel distance to the door is 15m. The total travel distances to a final exit, including vertical travel down the stairs, are 24m from 1.01 and 27.5m from 1.02.	The basement is not occupied on a day to day basis The maximum travel distance from room 1.02 exceeds the guidance of 25m for a low risk area with a single means of escape. After discussion with the Fire Safety Adviser (RN) and LFM Manager (RJ) this was assessed to be tolerable because of mitigating factors: The stairwell is constructed from fire resisting material and is protected from the rooms opening on to it by fire doors. The lack of ignition sources in the hallway and landings (fire alarm and intruder alarm panels and lighting). AFD in all areas apart from first floor landing. **It is recommended that notice boards are removed from the hallway (combustible material) and a smoke detector is installed on the first floor landing.**	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?
Items to consider: Identify location Do you have a testing regime? Is correct signage in place?	No Wet/dry risers in the building		YES
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?
Items to consider: Give a brief description of the system Identify location Do you have a testing regime? Is correct signage in place?	No Suppression systems in the building		YES
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?
Items to consider: Identify location Is correct signage in place?	No fire-fighting shafts in the building		YES

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?
Items to consider: Identify location Do you have a testing regime? Is correct signage in place?	There are no automatic opening vents in the building.		YES
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?
Items to consider: Give a brief description of the system Identify location Do you have a testing regime? Is correct signage in place?	No lifts in the building.		YES

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?
	No other fire hazards or areas requiring special consideration identified		YES

G1
EVALUATION OF A FIRE OCCURRING

The risk score derived from the action log indicates an overall low risk of fire. The score (60) is based on the actions identified to reduce the risk of fire.

Fire spread affecting life safety is likely to be reasonably contained with existing active and passive 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 automatic fire detection systems.

FIRE RISK ASSESSMENT ACTION PLAN: 69 SMH

Issue	Risk Level	Issue description and location	Proposed solution	Person responsible	Job reference number	Expected completion (date)	Checked as complete (names & date)
1	M	2 Trip hazards identified to rear escape pathway	FM has reported to grounds team to get these areas rectified	FM/Maintenance/Grounds	1086133.00	June 2024	
2	T	Notice boards in hallway are potentially combustible and should be removed or enclosed to reduce the risk to the escape route.	Discuss removal, or enclosure, with Faculty	FM/ Faculty	E-mail to building users 02/02/24	June 2024	
3	M	PAT testing required for coffee machine, toaster and microwave in the GF kitchen	Faculty to arrange PAT ASAP	Bristol Medical School	Email to building users 02/02/24	June 2024	
4	T	Need to find out how many fire wardens are in the building and trained	FM to approach building occupiers to find out	FM	Email to building users 02/02/24	June 2024	
5	T	Old fire muster point needs to be updated in 1.02	FM to instruct Facilities Coordinator to include this in the fire action notice review and make changes.	FM	Meeting with Facilities Coordinator	March 2024	
6	T	Door handle currently working but slightly wobbly in G.04	FM to raise maintenance request	FM	1086282.00	March 2024	