

Fire Risk Assessment

| General Information | | | | | | | | | | | |
|---|---------|--|-----------|-----------|-----------|-----------|-------------|-----------|-------------|--------------------|------------|
| Address of premises: | | 1-9 Old Park Hill | | | | | | | | | |
| Assessor / job title: | | Nicholas Poole, Facilities Manager | | | | | | | | | |
| Date of fire risk assessment: | | 24 th May 2024 | | | | | | | | | |
| Date of previous fire risk assessment: | | 10 th August 2022 | | | | | | | | | |
| Suggested date of next review: (based on risk level indicator) | | 23 rd May 2026 | | | | | | | | | |
| Building risk profile (A, B, Ci, Cii) | | A/B2. Most staff are familiar with the building. Visitors, including student visitors, who are new to the building may be unfamiliar with it. No sleeping on site. | | | | | | | | | |
| Risk Level Indicator | | | | | | | | | | Total points score | |
| | | 0-99 | | 100 – 399 | | 400 – 699 | | 700 – 999 | | 1000+ | |
| (a) Hazard(s) total = | Trivial | | Tolerable | 8 | Moderate | 3 | Substantial | | Intolerable | | 100 |
| (b) Points award | 1 point | | 5 points | | 20 points | | 50 points | | 100 points | | |
| Points total (a x b) | | | 40 | | 60 | | | | | | |

| Systems | Last Test Date | Systems | Last Test Date | Systems | Last Test Date |
|-------------------------|----------------|-------------------------|----------------------|---------|----------------|
| 5 year electrical | 27/02/2024 | Fire alarm system | 29/02/2024 | | |
| Dry risers | n/a | Fixed appliance testing | 20/07/2023 | | |
| Emergency lighting | 01/06/2023 | Lightning conductors | n/a | | |
| Fire drill | February 2024 | PAT testing | 03/02/2023 (2 years) | | |
| Fire fighting equipment | 12/03/2024 | Gas service visit | 10/10/2023 | | |

Guidance notes on completing the template

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

- The **building risk profile** is established from the guidance in BS9999. A = Occupants who are awake and familiar with the building; B = Occupants who are awake and unfamiliar with the building; Ci = long-term individual occupancy (individual flats without 24 h maintenance and management control on site) and Cii = long-term managed occupancy (serviced flats, halls of residence, sleeping areas or boarding schools). Combine this with a fire growth rate of 1) slow 2) medium 3) fast 4) ultra-fast to create the profile e.g. A2 (occupants awake but unfamiliar with a medium fire growth rate)
- The **'total points score'** box on page 1 should be 'filled' with the appropriate colour indicating the level of risk. In the example below, 500 points = Moderate (400-699) which is orange.
- The **'Total Points Score'** is calculated from the hazards identified in the action register at the end of the document. Total up the number of hazards assessed as 'trivial', 'tolerable', 'moderate' etc and insert into the table (below, for example, there are 10 actions recorded as tolerable, 15 as moderate and 3 as substantial). This enables you to produce a point score for each range which, totalled, is the 'Total Points Score'.

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

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

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

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

Fire Risk Level Indicator

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

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

Definitions

| Risk level | Action and timescale |
|-----------------|---|
| Trivial (1) | No action is required and no detailed records need be kept. |
| Tolerable (2) | No major additional controls required. However, there might be a need for improvements that involve minor or limited cost. |
| Moderate (3) | It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures. |
| Substantial (4) | Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken. |
| Intolerable (5) | Building (or relevant area) should not be occupied until the risk is reduced. |

| Background | |
|---|---|
| Provide an outline of the building, its location and its use | <p>This building is the accommodation of Estates Services, the principle occupier in the form of the Bursar and Director of Estates, Facilities Management Hard Services, Facilities Management Soft Services, Capital Projects, Space and Asset Management (including Learning Facilities Management), Sustainability and Print Services. The central post room for the university has recently been relocated to the building, on the ground floor. 1-9 Old Park Hill also accommodates the Policy Press publishing office, and Safety and Health Services (SHS) which includes Occupational Health.</p> <p>Other University staff visit the building for meetings and training. Reactive Maintenance trades staff use the lower ground floor as a base before going out to work on University premises. Students and staff attend the Print Unit to have documents professionally created and printed. Contractors attend the maintenance stores areas to collect passes, safety information, job cards etc. Offices are used for Departmental administration, planning & surveying etc typical of the Departments within.</p> <p>The property comprises two buildings, North and South, joined through a “central wedge” within which the main stairs and passenger lift are located. Each building contains an atrium and three floors. i.e. lower ground, ground and first floors. The lower ground floor of the South building includes a boiler room and bicycle facility accessible only from outside the building. There are several detached outbuildings used as storerooms.</p> <p>There are six staircases in the building, three internal and three external. The accommodation stairs serve all areas of the building. Internal wooden escape stairs are located in the south east and north west corners of the South Building.</p> <p>External stairs: 1. Emergency exit in the north east corner on the first floor of the North Building (Policy Press and Safety & Health Services lobby) down to Medical Avenue. 2. Escape on the north elevation of the North Building from the LGF Stores area up to Medical Avenue. These stairs are also used as the contractors’ office entrance 3. Infrequently used stairs at the north west corner of the south building leading from the back of the loading bay down to the LGF alleyway leading past the flammable store and on to Perry Road.</p> |
| Materials used | Mixed materials: Stone, brick, concrete, steel and timber. |
| Roof construction | There are pitched and tiled roofs around the perimeter of most elevations (4.5 of 6). The east side of the North Building and half of the north side have flat roof to the edge. The flat roof extends to cover the middle of both buildings and the link between them. |
| Cladding (ACM, HPL?) Detail location and type | N/A |
| Lifts | 2. One passenger / evacuation lift serving lower ground, ground, and first floors. One goods lift serving ground and lower ground floors. |
| Number of floors | 3 |
| Number of basements | No true basements |
| Total floor area | 2276 sqm |
| Number of staircases | 6. Three internal and three external stairs |
| Number / location of any lightning control devices | None |
| Occupancy (staff/visitors) | Maximum anticipated occupancy is less than 300. 200 staff plus numerous visitors due to the nature of the activities in the building, say 50 at any one time. Print Services, Occupational Health and Estates operations all attract frequent visitors. |

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| Fire history | No history |
| Assessment Review history (include details/dates of previous reviews) | 10th August 2022, 10 th September 2020, 3 rd September 2018, 23 rd September 2016, 22 nd September 2014. |

| A1 GENERAL FIRE PRECAUTIONS | | | |
|---|--|---|--|
| LIMITATION OF FIRE SPREAD | COMMENTARY | EXISTING CONTROL MEASURES | FIRE RISK |
| | Provide an outline of the building's structural provisions ensuring you identify potential fire hazards and risk areas within the premises. | Record systems and procedures in place for managing these structural provisions. If action is needed record this in the action log. | Control/condition satisfactory? Yes/No |
| <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>The building is of traditional construction Brick walls with timber roofs and wooden stairs. There is some painted/ varnished wooden cladding, including above ceiling voids on the first floor. There is also a large area of flat roof. The main accommodation stairs are of steel construction with hardwood treads. Steel pillars support the first floor.</p> <p>The building was extensively renovated between April 2012 and June 2013 to current building standards. Building control was overseen by Buckley Lewis Ltd.</p> <p>All Fire doors are in good condition and inspected every 6 months.</p> <p>There is no requirement for separation between buildings as the building is a stand-alone building.</p> <p>No cladding has been applied to the building.</p> <p>This is a non-intrusive FRA. Fire compartments/ voids/above suspended ceilings/smoke and fire barriers considered inaccessible for safety reasons and could not be physically accessed or were outside the visual range, we cannot provide technical comment on these areas. Under these circumstances, where maintenance or refurbishment type works are undertaken of such inaccessible locations in the future will be inspected and ensure all gaps through, which fire can spread are suitably fire stopped, where wall linings that should be of a fire-resistant quality and compartments.</p> | <p>AFD in voids</p> <p>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.</p> <p>A fire resisting coating was applied to the ceiling slab above the Print Services Workshop on the lower ground floor. Fire protective coatings were applied to steel support pillars during the building refurbishment completed in 2013.</p> <p>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.</p> | Yes |

| A2 OCCUPANTS AT RISK | COMMENTARY Provide an outline of the people who use the building ensuring you identify potential fire hazards and risk areas within the premises | EXISTING CONTROL MEASURES Record systems and procedures in place including training and information given. If action is needed record this in the action log. | FIRE RISK Control/condition satisfactory? Yes/No |
|---|---|---|--|
| <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>The building is used by staff and both undergraduate and post-graduate students. Members of the public are able to visit the Print Services Facility on the lower ground floor.</p> <p>There are no sleeping facilities within the building. Overnight activity, and lone working, does take place, due to the nature of the work undertaken in the building.</p> <p>There are a number of visitors and contractors usually present during the day. These would not normally number more than 50 unless there was a special event taking place.</p> <p>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.</p> <p>There are currently no disabled staff or students who regularly use the building. This does not preclude unexpected visits</p> <p>Outside of normal working hours there is limited coverage of fire wardens.</p> | <p>All new staff are provided with an on-line building induction upon, or shortly after, arrival. This induction includes elements related to fire safety. All staff currently using this Building under the bookable desk system.</p> <p>Other staff, students and visitors come under the control of their host who should provide fire safety information. Whilst this is not always the case, regular fire drills show that persons escaping from the building generally do so quickly and safely.</p> <p>Out of hours access is subject to the occupying departments' local rules.</p> <p>Contractors are controlled with inductions taking place for routine or project work.</p> <p>There is a UoB PEEP system in place should it be required.</p> <p>Security Services staff, and some fire wardens, are trained in the use of the evacuation lift and evacuation chair. The current evac chair is of an old model type and parts are no longer available. A new install of evac chair is being considered.</p> | <p>Yes</p> |

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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 evacuation is a single stage process. On activation of the fire alarm the evacuation signal, a mixture siren and voice alarm, is transmitted throughout the building immediately. The Senior fire warden and their deputy go to the alarm panel and control the evacuation. Nominated first responders investigate the source of the alarm. A signal simultaneously goes to the UoB Security control who send officers to assist.</p> <p>Fire Wardens are in place to sweep the floors and report to a Fire Marshall (usually the senior fire warden and or their deputy).</p> <p>Evacuation drills are held three times a year and are organised by the Facilities Manager. Drills are usually planned to take place when the building has full occupancy. The evacuation time is usually less than 4 minutes.</p> |

| A4 COMPETENT PERSONS | |
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| 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 which outlines the responsibilities of those responsible for day to day fire management. The policy is available online but is paraphrased below.</p> <p><i>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.</i> In practice this means the fire risk assessment is undertaken by the zonal Facilities Manager. The Facilities Manager will have passed the NEBOSH General Certificate and attended additional fire risk assessment training.</p> <p>Management of active and passive fire safety measures come under the remit of the larger Estates team and are primarily managed by the Facilities Management Hard Services / Compliance team.</p> <p>Day to day monitoring of the fire panel, emergency lighting and weekly routine testing comes under the remit of the Reactive maintenance team.</p> <p><i>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.</i> In practice, Heads of group and Safety Advisors have day to day responsibility for safety (including fire safety) arising from their activities within professional service divisions. These are the responsibility of the Head of Service although in practice these responsibilities are delegated to persons occupying the positions above.</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 University fire safety advisor 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 Fire 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. The current fire safety advisor is close to retiring and a replacement fire safety advisor has been brought in for a handover period and has the same amount of experience working with the fire service previously undertaking audits across campus so is very familiar with the site.</p> |
| 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 Fire Safety Advisor prior to taking on the role. |
| Identify any other person (including anyone who provides training or advice) with their relevant level of competency | As above, the University has a Fire 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 | |
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| Outline the procedures you have in place for working with others who have responsibilities for coordinating fire safety measures for the building. | <p>Generally, fire-related matters tend to go through the Facilities Manager who acts as the focal point for these issues. Fire safety is routinely discussed in the Site occupiers meeting which is the mechanism for discussing safety and building issues. It is usual practice that fire safety matters are addressed outside of this group by the Facilities Manager, Safety Adviser and department heads when urgent.</p> <p>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 occupiers are managed by the Head of Service and their Service Safety Advisor.</p> <p>Routine maintenance and checks are carried out by a combination of 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 operational activity.</p> <p>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 current 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.</p> |

A5 MANAGEMENT OF DANGEROUS SUBSTANCES / PROCESSES

Outline the procedures and policies in place to:

a) Manage dangerous substances or processes

b) Deal with incidents involving dangerous substances or processes.

Remember to provide details of training and information given.

Remember to spot check that policies / procedures are being followed in labs, offices etc.

The Estates Office, Safety and Health Services, and Policy Press follow guidance from the university Safety and Health Services with regard to Safety Policy, Local Rules, safety inspection, and risk assessment etc.

The activities in the building are generally office based. There are some operational activities such as the print production facility, reactive maintenance workshop, hazardous waste collection and disposal, bulk purchase and distribution of cleaning materials, and a small radioisotope laboratory. Occupational Health have 2 small medical oxygen cylinders' on site.

Organic solvent, and chemical wastes, are no longer stored on site prior to disposal. Waste contractors collect chemical waste directly from the buildings in which it is generated. A paint disposal facility does continue to be operated from one of the external stores at 1-9 OPH. The bulk material, in two 205L drums, includes water-based paints which reduces the flammability risk.

Staff undergo induction training which is recorded

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| B1 PRINCIPLES OF PREVENTION | | | |
| IGNITION SOURCES (a) Smoking | COMMENTARY Explain how smoking is managed ensuring you identify potential fire hazards and risk areas within the premises. | EXISTING CONTROL MEASURES Record systems and procedures in place for managing smoking If action is needed record this in the action log. | FIRE RISK Control/condition satisfactory? Yes/No |
| Items to consider: Is smoking restricted to safe locations? Is there good housekeeping in these areas? Is there a no smoking policy? | No formal areas are designated. Smokers tend to congregate in the paved area outside the front entrance 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? Yes/No |
| Items to consider: Building security Proximity of waste receptacles Accumulation of waste materials Awareness of anti-arson precautions | 1-9 Old Park Hill is a “regular” security building. Waste is stored in the facility located in the Chemistry car park and outside the greenhouse compound. General waste, paper, other recycled materials are collected 2 or 3 times per week. The building is surrounded by hard landscaping with some shrubs and trees. | Staff There is some cctv coverage outside the building monitored by UoB Security External doors, other than the main entrance, are secured by design and alarmed. The bins are kept locked | Yes |

| IGNITION SOURCES (c) Hot processes and naked flames | COMMENTARY Provide an outline of the hot processes within the building ensuring you identify potential fire hazards and risk areas within the premises | EXISTING CONTROL MEASURES Record systems and procedures in place including training and information given. If action is needed record this in the action log. | FIRE RISK Control/condition satisfactory? Yes/No |
|---|---|--|--|
| Items to consider: Used by authorised and competent persons Is equipment clean? Are thermostats and flame failure devices regularly tested and working? Are combustible materials kept away from ignition sources? Is equipment used in correct locations? | There are 7 tea rooms in the building. Kitchen equipment is restricted to toasters, coffee machines, microwave ovens, kettles, fridges and dishwashers. All of these run off standard 13A plugs. Contractors and DLO maintenance staff may also carry out hot works. | On inspection Ignition sources were kept clear of combustible materials 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? 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? | The electrical installation was tested in February 2024. Due in February 2029. Fixed electrical appliances (FXA) were tested 20/07/2023 Retest due 19/07/2026 PAT was carried out across the building on 27/02/2024. Print Services have several print production machines. At busy times they may be run unattended into the evening or overnight. They have the facility to turn themselves off when a print run is completed Storage and charging of the batteries for the bikes. This includes a requirement to detach the batteries when not in use and store /charge them in an appropriate location within the user's building. Each of the e-cargo bikes at OPH have two Bosch batteries which are currently stored by their designated users as follows <ul style="list-style-type: none"> • 2 in the sustainability store cupboard | Machines are serviced according to the manufacturers' instructions on a PPM contract. | Yes |

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| | <ul style="list-style-type: none">• 2 in a lockable desk cabinet in the ground floor building services area. These are monitored by sustainability team. | | |
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| IGNITION SOURCES (e) | COMMENTARY | EXISTING CONTROL MEASURES | FIRE RISK |
|--|---|--|---|
| <p>Heating</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>Provide an outline of the heating system within the building ensuring you identify potential fire hazards and risk areas within the premises</p> <p>All areas are heated using conventional hot water radiators supplied from gas fired boilers in the Plant Room.</p> <p>Appliances found to be clear of combustibles.</p> <p>Yes, all Plant rooms found locked.</p> <p>The boiler is serviced annually by UoB staff. Last service was in 10/10/2023 and is therefore due to be serviced again in October 2024</p> <p>n/a</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>All Plant equipment is subject to routine planned and preventative maintenance. A Maintenance Technician is assigned to monitor the building on a day to day basis (shared with one other building). Numerous status alarms are built in to the Building Management System (BMS) with critical alarms monitored remotely by UoB Security "24/7".</p> <p>The gas supply to the boilers automatically shuts off on activation of the fire alarm</p> | <p>Control/condition satisfactory? Yes/No</p> <p>Yes</p> |

| B2 PRINCIPLES OF PREVENTION | | | |
|--|---|--|--|
| COMBUSTIBLES | COMMENTARY | EXISTING CONTROL MEASURES | FIRE RISK |
| | Look at housekeeping, particularly areas of storage and on escape routes ensuring you identify potential fire hazards and risk areas within the premises. | Record systems and procedures in place for managing housekeeping and storage If action is needed record this in the action log. | Control/condition satisfactory? Yes/No |
| Items to consider: Storage, trip hazards | The standard of housekeeping was generally found to be good. Stairwells and escape routes were clear and free of storage with the exceptions noted below which need to be addressed: | | Yes |
| DANGEROUS SUBSTANCES | COMMENTARY | EXISTING CONTROL MEASURES | FIRE RISK |
| | Explain what dangerous substances are present and in what quantities 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: Gases, chemicals, radioactive substances, lasers, bio-hazards, sources of fuel that would assist fire growth | <p>Flammable solvents: Some paint, thinners, solvents etc are stored for use by Maintenance staff in an external paint store. Sustainability store paint prior to disposal in another purpose-built external solvent store. There are two bulk 205 l drums containing mixed paints, both organic solvent and water based. There are a few tins up to 5l capacity waiting to be sorted. Useable paint is recycled via a charity.</p> <p>Two other former chemical stores on site are no longer used for hazardous materials. Ventilation and spark proof electrical equipment are still in place. Waste chemicals etc. are now collected from the site of use.</p> <p>Safety and Health Services have a small radioisotope laboratory in room LG 14, and an external store room for storage of sealed and unsealed radioisotope material.</p> <p>Gases: Occupational Health on the first floor have two single small medical oxygen cylinders.</p> <p>Cleaning materials are stored by Site Services for distribution and use across the university. These materials are generally not flammable</p> | <p>The stores are external to the building</p> <p>Stores have suitable ventilation and appropriate “spark free” electrical equipment which is regularly tested</p> <p>Storage and use of radioisotopes is carried out under permit according to UoB policies and procedures. All staff must undertake specific training before a permit is granted. The policy is overseen by the Radiological Protection Adviser, based in 1-9 Old Park Hill. Work is subject to inspection by the Environment Agency.</p> <p>It is acceptable to store small quantities of LPG indoors, in a flammable store, but not shared with other hazardous materials such as paints and solvents.</p> | Yes |

| B2 PRINCIPLES OF PREVENTION | | | |
|--|--|--|--|
| | Print Services store and use significant quantities of paper and carbon toner. | | |

| C1 FIRE FIGHTING AND DETECTION SYSTEMS | | | |
|---|---|---|--|
| DETECTION SYSTEMS and firefighting equipment | COMMENTARY | EXISTING CONTROL MEASURES | FIRE RISK |
| | 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: Type and category of detection External assistance Unwanted fire signals Portable firefighting equipment (also CF with E1) | AFD installed in most rooms and passageways (L2). Devices are mainly optical smoke detectors with some heat detectors in Plant and Tea room areas. MCP's located on storey exits and final exits. The fire alarm signal is remotely monitored by UoB Security who will respond to an alarm call. Unwanted alarm signals are not common. None have been recorded in the past 12 months. Portable fire-fighting equipment is dispersed throughout the building on escape routes, near storey exits and final exits. | The fire alarm is tested by UoB Estates Assistants weekly, using a different MCP, to ensure that each device is tested at least once per year. A contractor tests the system three times per year covering different floors on each visit. Records are kept. All fire alarm signals are recorded. Contractors are required to use "bagging off" permit system during dusty works. Equipment is checked by a specialist contractor annually | Yes |
| MANAGEMENT PROCESSES | COMMENTARY | EXISTING CONTROL MEASURES | FIRE RISK |
| | 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 basic statement of system configuration <i>i.e. conventional or addressable? Cause and effect? No. of zones? Location of panel / MCP's etc?</i> If the system is installed to different standards in parts of the building state what these are and location. Is firefighting equipment suitable for the risk? | The fire alarm is single phase, configured for immediate evacuation. The master alarm panel is located in the main entrance lobby. An alarm signal is also sent to the remote UoB Security Control Room which is permanently staffed 24/7. There are two slave alarm panels. One is located in the first-floor escape lobby in the North Building and the other in the lower ground floor lobby to the former entrance on Old Park Hill, above Perry Road/Park Row. Estates and 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. Wind capture air vents in the South atrium, and window vents in the North atrium, are interfaced with the fire alarm to close on activation of the alarm. Fireman's override | The existing controls have been tested during false alarms and routine evacuation drills and have been demonstrated to be reliable. Trained fire wardens and Security staff are authorised to operate fire extinguishers. The equipment is checked | Yes |

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| C1 FIRE FIGHTING AND DETECTION SYSTEMS | | | |
| Who is authorised to use the equipment? Have you taken steps to prevent misuse? Do you have a testing regime in place? | switches, to open the vents, are located adjacent to the fire alarm panel. The keys are kept in the red fire document box. | annually by a specialist contractor. There is no history of fire extinguisher abuse in this building | |

| D1 EMERGENCY ROUTES AND EXITS | | | |
|---|---|---|--|
| Size, number and distribution of exit routes | COMMENTARY | EXISTING CONTROL MEASURES | FIRE RISK |
| | 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>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>Yes. 1st floor: potentially 120 persons with four exit routes available. Ground floor: Potentially 130 persons with three exit routes available. Lower Ground Floor: Potentially 50 Persons with 5 routes available. One external escape route from Bristol university Press and Safety & Health Services to external pavement.</p> <p>Yes</p> <p>Yes. Yes</p> | <p>Routine and ad hoc inspections</p> | <p>Yes</p> |
| Stair sizes and protection | COMMENTARY | EXISTING CONTROL MEASURES | FIRE RISK |
| | | Record systems and procedures in place If action is needed record this in the action log. | Control/condition satisfactory? Yes/No |
| <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>Yes. The 1st floor has 4 staircases. However, the South and West escape stairs narrow down to 750 mm in places widening to 900 mm. The accommodation stairs are 1000 mm wide. The external escape stairs (North stairs) are 1040 mm wide.</p> <p>Ground floor: One staircase (South stairs). Two other routes are level egress.</p> <p>Lower Ground Floor: One staircase up from the North building. Other routes do not require stairs apart from some short flights of steps outside the building</p> <p>The escape staircases are protected from the ingress of smoke, heat and fire by fire doors. Some fire doors are held open by dorguard devices which release on activation of the fire alarm</p> <p>Discounting the main accommodation stairs (the widest internal stairs at 1000 mm) the North building 1st floor has an external escape stair of >1000 mm for < 150 persons. The South building 1st floor has <150 persons. The South and West stairs are</p> | <p>Fire doors are routinely checked by Estates Assistants every 6 months. Faults reported to Maintenance Service Desk for remedial work.</p> <p>Stairways are kept clear of obstructions.</p> | <p>Yes</p> |

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| D1 EMERGENCY ROUTES AND EXITS | | | |
| | <1000mm wide. This is mitigated by the total of 4 staircases accessible from the floor. | | |
| Consideration of emergency routes/exits/lifts for the safe evacuation of disabled persons | COMMENTARY Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises | EXISTING CONTROL MEASURES Record systems and procedures in place including training and information given. If action is needed record this in the action log. | FIRE RISK Control/condition satisfactory? Yes/No |
| Consider refuge areas, evac lifts, strobes/sounders, steps etc | There is one evacuation lift in the Building (the passenger lift is designated as an evacuation lift). There are five refuge areas in the building for use:- <ul style="list-style-type: none">1st floor by North fire exit (Back of Safety and Health Services).1st floor passenger lift lobby.1st floor at top of West Stairs (outside Capital Projects Office)1st floor at top of South Stairs (outside Office)Ground floor South corridor adjacent WC | | Yes |

| EMERGENCY ROUTES AND EXITS | | | |
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| Dead end corridors and basements | COMMENTARY | EXISTING CONTROL MEASURES | FIRE RISK |
| | 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>Are they covered by automatic detection or fire resisting construction and fire doors?</p> <p>No. of stairways serving the basement, whether the stairway also serves upper floors, how it is separated from the other escape routes?</p> | <p>There is a short stub corridor, of 2m length, near the Ladies toilet on the ground floor and an exit into an adjacent room.</p> <p>One staircase up from the North building from the LGF and one stairwell from the Ground Floor leading to the first floor, connected only by the landing on the Ground Floor.</p> | Corridor has AFD | Yes |
| Emergency lighting | COMMENTARY | EXISTING CONTROL MEASURES | FIRE RISK |
| | 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>Do you have a testing regime?</p> <p>Is there compliance to BS5266 (i.e. lighting sufficient at each exit door, final exits, changes in floor level, equipment which may need shutting down, windowless rooms and toilets exceeding 8m2 etc</p> | <p>Yes</p> <p>Yes</p> | The self-test panels are checked monthly by maintenance staff. Contractors carry out an annual service of the self-testing panels. Faults identified are reported to the Maintenance service desk for repair. Records are kept. | Yes |
| Final exits | COMMENTARY | EXISTING CONTROL MEASURES | FIRE RISK |
| | 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>Consider size, number, where do final exits lead?</p> <p>Door fastenings – are they quickly openable and sufficient in relation to the no. of people using them</p> | <p>Final exits lead to the pavement outside the Building and are sufficient for the Building.</p> <p>Door fastenings open easily and are sufficient for the Building.</p> | | Yes |

| EMERGENCY ROUTES AND EXITS | | | |
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| Occupancy | COMMENTARY | EXISTING CONTROL MEASURES | FIRE RISK |
| | 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>Identify likely occupancy figures, whether staff, students or visitors and floor space factors</p> <p>Is the building multi-occupancy?</p> | <p>There are usually around 200 staff approx. The occupancy should not exceed 300 persons</p> <p>Meeting room 8, for example, has a floor area of 18 sqm excluding the tables. This room has an advertised capacity of 12 persons. The Space Factor for meeting rooms is 1 so occupancy of this room is within the guidelines. The other meeting rooms are similar.</p> <p>The Safety Training Room has approx. 45 sq m floor area and 8 sqm of desk space. This leaves approx. 37 sq M of useable space. The capacity of 18 persons is therefore within the guidelines for a teaching room.</p> <p>The desk layouts in the open plan offices were configured using the university space norm of 6.5 sqm per person.</p> | <p>Evacuation drills are held three times per year and have demonstrated that the building can be evacuated promptly.</p> | <p>Yes</p> |
| Adjoining premises link | COMMENTARY | EXISTING CONTROL MEASURES | FIRE RISK |
| | 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 | | | |
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| <p>Items to consider:</p> <p>How does it work in line with evacuation procedures?</p> <p>Are there shared escape routes?</p> | <p>The property comprises two linked buildings and has no adjoining premises.</p> | | <p>Yes</p> |
| Management | COMMENTARY | EXISTING CONTROL MEASURES | FIRE RISK |
| | <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>Items to consider:</p> <p>Are means of escape useable and available?</p> <p>Are routes covered in staff training?</p> <p>Are routes kept clear and hazard free?</p> <p>Are routes adequately lit?</p> | <p>All means of escape are useable and available.</p> <p>Routes are covered in staff induction.</p> <p>Routes are generally kept clear and hazard free. Issues around deliveries and storage in corridor adjacent to maintenance stores and overflowing storage in corridor between the Print Services workshop and the Print Services stores</p> | <p>Routine and ad hoc inspection</p> <p>Print Services staff regularly check the front entrance to 1-9 OPH for large deliveries which have been left by couriers and not collected by relevant building occupiers.</p> | <p>Yes</p> |

| EMERGENCY ROUTES AND EXITS | | | |
|---|--|--|--|
| Travel distances | COMMENTARY | EXISTING CONTROL MEASURES | FIRE RISK |
| | 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: Do travel distances to a final exit meet the guidelines? Do inner rooms or rooms with initial travel on one direction meet guidance? | Travel distances are less than 18m in a single direction. Typical distances between compartments on the Lower Ground Floor, for example, are between 8 and 13 m. | | Yes |

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| E1 MAINTENANCE OF MEASURES PROVIDED FOR PROTECTION OF FIREFIGHTERS | | | |
| Wet/dry risers | COMMENTARY Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises | EXISTING CONTROL MEASURES Record systems and procedures in place including training and information given. If action is needed record this in the action log. | FIRE RISK Control/condition satisfactory? Yes/No |
| Items to consider: Identify location Do you have a testing regime? Is correct signage in place? | N/A | | N/A |
| Suppression systems | COMMENTARY Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises | EXISTING CONTROL MEASURES Record systems and procedures in place including training and information given. If action is needed record this in the action log. | FIRE RISK Control/condition satisfactory? Yes/No |
| Items to consider: Give a brief description of the system Identify location Do you have a testing regime? Is correct signage in place? | There are no fire suppression systems in the building | | N/A |
| Firefighting shafts | COMMENTARY Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises | EXISTING CONTROL MEASURES Record systems and procedures in place including training and information given. If action is needed record this in the action log. | FIRE RISK Control/condition satisfactory? Yes/No |
| Items to consider: Identify location Is correct signage in place? | N/A | | N/A |

| MAINTENANCE OF MEASURES PROVIDED FOR PROTECTION OF FIREFIGHTERS | | | |
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| Automatic opening vents | COMMENTARY | EXISTING CONTROL MEASURES | FIRE RISK |
| | 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? | There are no automatic opening smoke vents in the building. Wind capture air vents in the South atrium, and window vents in the North atrium, are interfaced with the fire alarm to close on activation of the fire alarm. Fireman's override switches, to open the vents, are located adjacent to the fire alarm panel. The keys are kept in the red fire document box. | | N/A |
| Fire-fighting / evacuation lifts | COMMENTARY | EXISTING CONTROL MEASURES | FIRE RISK |
| | 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? | The passenger lift is designated as evacuation lift The lift is located at the eastern end of the "central wedge" (far end from main entrance) between the North and South buildings. The lift is subject to routine PPM servicing. Evacuation operation is tested at least once per year during fire drills | In the event of an alarm activation the lift car will return to the ground floor and the doors will open. The lift call buttons on the floors will be inoperative. The evacuation control panel on the outside of the lift, on the ground floor, can be used to operate the lift in evacuation mode. A key to operate the panel is located in the red fire document box, by the master fire alarm panel, in the entrance lobby. Turning this key in the evacuation control/communications panel will switch on the communications system and allow the lift control buttons to be used as normal. | Yes |
| Fire Hydrants and general access | COMMENTARY | EXISTING CONTROL MEASURES | FIRE RISK |
| | 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? Can fire tenders reach the hydrant and external envelope of the building – are there any restrictions | N/A | | Yes |

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| MAINTENANCE OF MEASURES PROVIDED FOR PROTECTION OF FIREFIGHTERS | | | |
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| F1 OTHER FIRE HAZARDS OR AREAS REQUIRING SPECIAL CONSIDERATION | | | |
|---|--|--|---|
| AREA | COMMENTARY | EXISTING CONTROL MEASURES | FIRE RISK |
| | | Record systems and procedures in place for managing this area. If action is needed record this in the action log. | Control/condition satisfactory? Yes/No |
| | There are no areas deemed to require special consideration | | |

G1
EVALUATION OF A FIRE OCCURRING AND POTENTIAL IMPACTS

The risk score derived from the action log indicates an overall low risk of fire. This score of 100 is based on the actions identified to reduce the risk of fire.

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 | L | Build-up of cables & extension leads under computer desks and workstations in 1 st floor Bristol University Press Office | As part of IT assistance with unplugging computers so room can be decorated, IT are assisting with reducing amount of extension leads and redundant cables. Works continuing. | IT Services | Email | June 2024 | |
| 2 | M | Protected doorway & fire door needs to be installed to separate the shower block from the bike storage | FM Submitted request to maintenance to investigate and action | Maintenance | 974040.00 | September 2024 | |
| 3 | M | External Fire Escape Red Single Door needs to be key accessible from the outside so security/fire service can access the Fire evacuation Lift. | FM to talk with Kevin McSweeney, University Fire Adviser on recommendations and raise a project for security systems. | FM/University Fire Safety Adviser | 1155877.00 | September 2024 | Completed 17/06/2025 |
| 4 | M | 1-9 OPH Chemical Store Roof Needs to be replaced | Roof Replacement Project Request Submitted | Nick Bryant Project Manager | 803449.00 | Awaiting funding, date unknown | |
| 5 | L | Parcels and Packages in the front entrance foyer causing slight blockage to fire escape route | Email sent to building users to ensure this area is checked regularly throughout the day and for specific delivery notes to be given to courier companies regarding exact location of parcel drop offs. New dedicated drop off location introduced and also communicated to building users. A Frame sign has been displayed giving instructions on where to leave parcels safely. | FM | Email | June 2024 | |
| 6 | L | Door guard beeping needs battery change on 1 st floor next to 1.03 | Maintenance request submitted | Maintenance | 1152888.00 | June 2024 | Completed 16/05/2024 |
| 7 | L | Door guard beeping needs battery change on 1 st floor between 1.14 & B.1.14 | Maintenance request submitted | Maintenance | 1139501.00 | June 2024 | Completed 26/04/2024 |
| 8 | L | Issue with Policy Press Kitchen Door Opening | Maintenance request submitted | Maintenance | 1129560.00 | June 2024 | Completed 10/04/2024 |

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|-----------|---|--|-------------------------------|-------------|------------|-----------|-------------------------|
| 9 | L | Mag lock not working correctly on red door leading into Stores on lower ground floor | Maintenance request submitted | Maintenance | 1127416.00 | June 2024 | Completed 29/04/2024 |
| 10 | L | Replace Ceiling Tiles | Maintenance request submitted | Maintenance | 1115374.00 | June 2024 | No location on planon |
| 11 | L | Door guard beeping needs battery change In main office ground floor | Maintenance request submitted | Maintenance | 1099558.00 | May 2024 | Completed 26/02/2024 |